

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**Kingsport Housing & Redevelopment Authority
Agency Plan
Version 2.0
March 14, 2001**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Kingsport Housing & Redevelopment Authority

PHA Number: TN006v02

PHA Fiscal Year Beginning: (mm/yyyy) 04/2001

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)
We affirm that shelter is a basic human necessity and we are dedicated to provide decent housing opportunities to those in need in the Greater Kingsport Area. We believe that blighted areas undermine the vibrancy of our community and therefore we are committed to acting as a catalyst for successful redevelopment efforts in the community.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
 - ☒ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☒ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☒ Provide replacement vouchers:
 - ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
- ☒ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☒ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

N/A

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

N/A

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

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Annual Plan

- i. Executive Summary – ***N/A***
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions
 - 4. Rent Determination Policies
 - 5. Operations and Management Policies
 - 6. Grievance Procedures
 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety

14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration (*tn006d02.doc*)
- ☒ FY 2001 Capital Fund Program Annual Statement (*tn006a02.doc*)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Section 8 Homeownership Capacity Statement (*tn006g02.doc*)
- ☒ Definition of "Substantial Deviation" and "Significant Amendment or Modification" (*tn006h02.doc*)
- ☒ Brief Statement of Progress in Meeting the Five-Year Plan Mission and Goals (*tn006i02.doc*)
- ☒ Resident Advisory Board Membership (*tn006j02.doc*)
- ☒ Resident Membership of the Kingsport Housing & Redevelopment Authority Board of Commissioners (*tn006k02.doc*)

Optional Attachments:

- ☒ PHA Management Organizational Chart (*page 25, tn006v02.doc*)
- ☒ FY 2001 Capital Fund Program 5-Year Action Plan (*tn006e02.doc*)
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (*tn006b02.doc*)
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (*page 57, tn006v02.doc*)
- ☒ Other (List below, providing each attachment name)
Attachment C *City of Kingsport Consolidated Plan 2001-2005* (*tn006c02.doc*)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program <i>FYE 3/31/01</i>	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1032	5	5	5	5	5	5
Income >30% but <=50% of AMI	545	5	5	5	5	5	5
Income >50% but <80% of AMI	294	5	5	5	5	5	5
Elderly	522	5	5	5	5	5	5
Families with Disabilities	Unknown	N/A	N/A	N/A	N/A	N/A	N/A
Black	127	5	5	5	5	5	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	126		190
Extremely low income <=30% AMI	104	83	
Very low income (>30% but <=50% AMI)	13	10	
Low income (>50% but <80% AMI)	9	7	
Families with children	40	32	
Elderly families	7	6	
Families with Disabilities	21	17	
Black	18	14	
Hispanic	0	0	
White	108	86	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	76	61	24
2 BR	37	29	97
3 BR	10	8	61
4 BR	2	2	6
5 BR	0	0	2
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- ☒ Section 8 tenant-based assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	309		159
Extremely low income <=30% AMI	261	85	
Very low income (>30% but <=50% AMI)	41	13	
Low income (>50% but <80% AMI)	7	2	
Families with children	176	57	
Elderly families	9	3	
Families with Disabilities	77	25	
Black	30	10	
Hispanic	0	0	
White	279	90	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☐ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☐ Influence of the housing market on PHA programs
☐ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☐ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	940,991	
b) Public Housing Capital Fund	971,045	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,249,896	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	133,637	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	59,750	Community Learning Center
i) HOME		
Other Federal Grants (list below)		
FSS Service Coordinator Grant	27,587	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	739,670	PH Operations
4. Other income (list below)		
Excess Utilities	69,050	PH Operations
Tenant Charges	27,120	PH Operations
Non-Dwelling Rental	3,520	PH Operations
5. Non-federal sources (list below)		
PH Investment Income	23,800	PH Operations
Section 8 Reserves/Investment Income	2,000	Section 8 Operations
Total resources	6,248,066	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (1)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) **Credit Report**

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing
Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list) **Resident Orientation**

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:
TN006-02 Riverview Apartments
TN006-03 Riverview Addition
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:
TN006-07 Dogwood Terrace Apartments
TN006-09 Holly Hills Apartments

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
- ☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: ***At the program participant's request and recertification if necessary.***

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,
Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected?

(select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction”

(select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐

Never

☐

At family option

☒

Any time the family experiences an income increase

☐

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

☒

Other (list below)

Any time the family experiences a change in income or family composition.

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☐

The section 8 rent reasonableness study of comparable housing

☐

Survey of rents listed in local newspaper

☐

Survey of similar unassisted units in the neighborhood

☒

Other (list/describe below)

PHA established Ceiling Rents

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

Compare to new FMRs

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

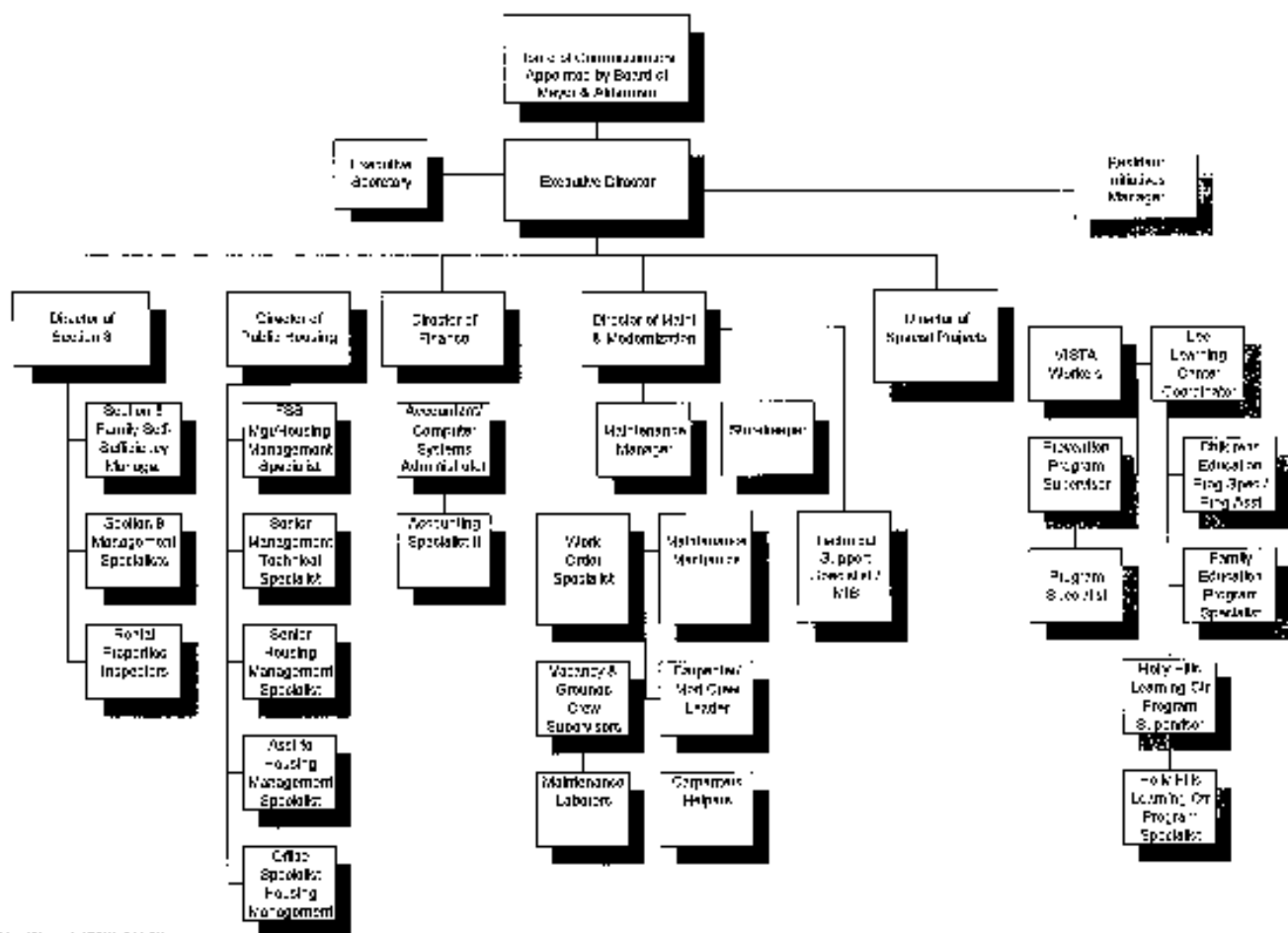
Describe the PHA's management structure and organization.

(select one)

☒ ☐

- An organization chart showing the PHA's management structure and organization is attached.
A brief description of the management structure and organization of the PHA follows:

Kingsport Housing & Redevelopment Authority Organizational Chart by Title



B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	583	252
Section 8 Vouchers	777	74
Section 8 Certificates	40	4
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	583	N/A
Other Federal Programs(list individually)	48	5

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

Admissions & Continued Occupancy Policy
Public Housing Lease
Parking Policy
Maintenance Operation and Procedure Manual

- (2) Section 8 Management: (list below)

Section 8 Administrative Plan
Section 8 HAP Contract
Section 8 Briefing Packet

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **tn006a02.doc**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **tn006e02.doc**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **08/08/97**

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Lee Family Learning Center	68	Open Door	Public Housing	Both
One Room Drop In School	157	Open Door	Kingsport Adult Educ	Both
Smart KIDS	291	Open Door	Public Housing	Both
Boys & Girls Club	60	Open Door	Cloud Apartments	Both
Kingsport Parks & Recreation	210	Open Door	City of Kingsport	Both
Boy Scouts	8	Open Door	Boy Scouts of America	Public Housing
ASPIRE	9	Participation	KHRA/Kpt City Schools	Public Housing
Girls Inc Challenger	291	Participation	Girls Inc	Public Housing
Mini Teen Institute	16	Random Selection	Public Housing	Public Housing
Teen Council	10	Random Selection	Public Housing	Public Housing
TNCEP	50+	Open Door	All Communities	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 12/31/00)
Public Housing	16	19
Section 8	43	33

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:
(select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply)?

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Riverview Apartments
Robert E Lee Apartments
Frank L Cloud Apartments

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

Police Bike Patrols, (2) Police living in developments, (2) On-Site Police Substations

2. Which developments are most affected? (list below)

**Riverview Apartments
Robert E Lee Apartments
Frank L Cloud Apartments**

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**Riverview Apartments
Robert E Lee Apartments
Frank L Cloud Apartments**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: **tn006b02.doc**)

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY PET RULES AND REGULATIONS

I. SELECTION CRITERIA:

A. APPROVAL

Prior to accepting a pet for residency, the pet owner and KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY must enter into a "Pet Agreement" (Exhibit A). In addition, the pet owner must provide to KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY proof of the pet's good health and suitability under the standards set forth under "Basic Guidelines" in criteria. In addition, for the case of dogs and cats, proof must be given, and renewed annually, of the animal's licensing and vaccination record, together with proof of spaying or neutering (Exhibit B).

B. Basic Guidelines

1. The following types of common household Pets will be permitted under the following criteria:

a. Dogs

- Maximum number-one (1)
- Maximum adult weight-25 lbs.
- Must be housebroken
- Must be spayed or neutered
- Must have all required vaccinations
- Must be licensed

b. Cats

- Maximum number-one (1)
- Must be trained to the litter box or other waste receptacle
- Must be spayed or neutered
- Must have all required vaccinations
- Must be licensed
- Must be de-clawed

c. Birds

- Maximum number-one (1)
- Must be enclosed inside of cage at all times

d. Fish

- One aquarium only-maximum size is 50 gallons
- Must be maintained on approved stand

e. Rodent (Rabbit, guinea pig, hamster, or gerbil **ONLY**)

- Maximum number 2
- Must be enclosed inside of cage at all times
- Must have any or all inoculations as specified now or in the future by State Law or local ordinance

f. Turtles

- Maximum number 1
- Must be enclosed in an acceptable cage or container at all times

3. Pets Temporarily on the Premises
 - Pets which are not owned by a tenant will not be allowed *except* when the animal is necessary to assist, support or provide service to a person with disabilities
 - Residents are prohibited from feeding or harboring stray animals
4. The pet owner must supply Kingsport Housing & Redevelopment Authority a photo of the pet (cat, dog, bird, etc.) which will identify it.

II. PET DEPOSITS

- A. A **Pet deposit** of **\$300** shall be required for all dogs and cats. Management reserves the right to change this deposit amount at any time.
- B. Resident's liability for damages and expenses caused by his/her pet is not limited to the amount of the pet deposit and the resident will be required to reimburse KHRA for the real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.
- C. All units occupied by a dog or cat will be fumigated upon being vacated by the animal. Infestation control in the unit by fleas, ticks, etc. shall be the responsibility of the pet owner. Infestation of adjacent units or common areas attributable to a specific pet shall be the responsibility of the pet owner, who shall be liable for the cost of correcting the infestation.

III. PET RULES

- A. ALL PETS
 1. Pet owners shall keep their pets under control at all times. Pet owners shall assume sole responsibility for liability arising from any injury sustained by any person attributable to their pet.
 2. **ANY PET WHO CAUSES BODILY INJURY TO ANY TENANT, GUEST OR STAFF MEMBER SHALL BE IMMEDIATELY AND PERMANENTLY REMOVED FROM THE PREMISES WITHOUT PRIOR NOTIFICATION.**
 3. Resident pet owners agree to control the noise of his/her pet such that it does not constitute a nuisance to other tenants. Failure to so control pet noises may result in the removal of the pet from the premises.
 4. No pet (excluding fish) shall be left unattended in any unit for longer than 24 hours.
 5. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for his/her pet. Pets which appear to be poorly cared for or which are left unattended for longer than 24 hours will be reported to the S.P.C.A. or other appropriate authority and will be removed from the premises at the pet owner's expense.
 6. In the event of a resident's sudden illness the resident pet owner agrees that management shall have discretion with respect to the provision of care to the pet at the expense of the resident pet owner unless written instructions with respect to such area are provided in advance by the resident to, and accepted by, Management. All care shall be at the resident's expense.
 7. In the event of the death of a resident, the resident pet owner agrees that Management shall have discretion to dispose of the pet unless written instructions with respect to such disposal are provided in advance by the resident to, and accepted, by Management.

8. Unwillingness on the part of named caretakers or pet per items #6 and #7 of this section to assume custody of the pet within 24 hours of notification shall relieve Management of any requirements to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered as authorization to Management to exercise discretion in such regard consistent with Federal guidelines. No other KHRA resident is acceptable as a caretaker.
9. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other resident's right to peaceful and quiet enjoyment of the premises.
10. Management may move to require the removal of a pet from the premises on a temporary or permanent basis for the following causes:
 - a. Creation of a nuisance
 - b. Excessive pet noise or odor
 - c. Unruly or dangerous behavior
 - d. Excessive damage to the resident's apartment unit and/or project common areas
 - e. Repeated problems with vermin or flea infestation
 - f. Failure of the resident to provide for adequate care of his/her pet
 - g. Leaving pet unattended for more than 24 hours
 - h. Failure of the resident to provide adequate and appropriate vaccination of the pet
 - i. Resident death and/or illness
 - j. Failure to observe any other rule contained in this section and not here listed
11. Residents are not permitted to alter their unit, porch or yard to accommodate the pet.

B. DOGS AND CATS

1. Dogs, cats, rabbit, rodent, etc. shall be maintained within the resident pet owner's unit. When outside, the dog shall be on a leash and under the control of the resident or responsible individual AT ALL TIMES. Under no circumstances shall any pet be permitted to roam free or unrestrained in any common area. No animals shall be left unattended outside.
2. All animal waste or litter from cat litter boxes shall be picked up immediately by the owner and disposed of in sealed plastic trash bags and placed in a dumpster. Cat litter shall be changed at least weekly or as often as needed to maintain a sanitary and odor free apartment.

Cat litter shall not be disposed of by flushing down toilets. Charges for unclogging toilets required because of attributable pet nuisance shall be billed to and paid by the resident pet owner.
3. The pet owner is required to remove and properly dispose of all removable pet waste.
4. Pet owner shall be charged per occurrence for pet waste removal by Management.

5. Pet owner must be at home and in control of the dog or cat at all times of entry by Management. Cost to Management for later return to apartment will be charged to the resident who fails to be present when properly notified by Management of need to enter unit.

IV. NOTIFICATION POLICY

In the event that any pet owner violates these pet rules, Management shall provide notice of such violation as follows:

A. CREATION OF A NUISANCE

1. The owner of any pet which creates a nuisance upon the grounds or by excessive noise, odor or unruly behavior shall be notified of such nuisance in writing by Management and shall be given no more than five (5) days to correct such nuisance.
2. Consistent with local and state ordinance, Management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct such a nuisance within the five (5) day compliance period.

B. DANGEROUS BEHAVIOR

1. Any pet which physically threatens a resident, guest, staff member or other authorized person present upon the project grounds shall be considered dangerous.
2. Management shall provide written notification to the pet owner of dangerous behavior and the time allowed--not to exceed five (5) days--to correct the animal's behavior or remove the pet from the premises.
3. Consistent with local and state ordinance, Management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior or his/her pet within the compliance period.
4. **ANY PET WHICH CAUSES PHYSICAL HARM TO ANY RESIDENT, GUEST, STAFF MEMBER OR OTHER AUTHORIZED PERSON PRESENT UPON THE PROJECT GROUNDS SHALL BE IMMEDIATELY REMOVED FROM THE PREMISES BY MANAGEMENT WITHOUT PRIOR NOTIFICATION.** Such occurrence shall be deemed as an emergency for the Owner's right of immediate entry of unit.

"EXHIBIT AGREEMENT"

PET AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____
by and between Kingsport Housing & Redevelopment Authority, Owner, and _____,
Resident, in consideration of their mutual promises agree as follows:

1. Resident desires and has received permission from the Owner to keep the pet named _____ and described as: _____
2. This Agreement is an Addendum to the Lease between Owner and Resident executed on _____ 20____. In the event of default by Resident of any of the terms of this Agreement, Resident agrees, upon proper written notice of default from Owner, to cure the default, remove the pet, or vacate the premises. Resident agrees that Owner may revoke permission to keep said Pet on the premises by giving Resident proper written notice. Prior notice of removal is not required where the animal causes bodily injury.
3. As a refundable deposit, Resident agrees to pay Owner the sum of \$_____, receipt of which is hereby acknowledged. Owner may use therefrom such amount as is reasonably necessary to take care of any damages, cleaning, fumigation or other costs caused by or in connection with said Pet. At the termination of this Agreement, any balance shall be disbursed to the Resident within 30 days. Resident agrees to pay Owner for any damages or costs caused by the Pet in excess of the pet and security deposits on demand by Owner.
4. Resident agrees to comply with:
 - a. This Agreement
 - b. All applicable governmental laws and regulations, such as, but not limited to licensing, etc.
 - c. PET POLICIES of the KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY
5. Resident represents that the pet is quiet and housebroken, and will not cause any damage or annoy other residents.
6. Resident agrees that the Pet will not be permitted outside the Resident's unit, unless restrained by a leash and under the full control of the owner or responsible individual **AT ALL TIMES**.
7. Resident shall not permit the Pet to cause any damage, discomfort, annoyance, nuisance or in any way to inconvenience or cause complaints from any other Resident. Any "mess" created by the Pet shall be immediately cleaned up by the Resident.
8. Resident agrees to remedy any emergency situation involving Pet (e.g., attack by Pet on Maintenance representative, another resident, or a guest) immediately and any nuisance situations within five (5) days.
9. Resident will be financially responsible for any fleas or other insect infestation that affect his/her own or adjacent units as a result of his/her pet.
10. Any pet left unattended for 24 hours or more or whose health is jeopardized by the Resident's neglect, mistreatment, or inability to care for the animal shall be reported to the SPCA or other appropriate authority. Such circumstances shall be deemed an emergency for the purposes of the Owner's right to enter the Resident's unit to allow such authority to remove the animal from the premises. The owner accepts no responsibility for any pet so removed.
11. Resident agrees to maintain Pet in healthy condition and to update PET INFORMATION CARD during reexamination each year.
12. Resident has read and agrees to comply with the Pet Rules and Regulations and Pet Agreement, which are herein incorporated to the Lease by reference, and agrees to comply with such rules and regulations as may be reasonably

adapted from time to time by Owner. Resident understands that failure to comply with these provisions may constitute reason for removal of pet from the premises and agrees to effect such removal. Further, Resident understands that failure to do so shall constitute grounds for eviction in accordance with the Lease and grievance Procedures. Repeated or continuous problems with a Pet will constitute cause for eviction.

OWNER: KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY

RESIDENT:_____

BY: _____

RESIDENT:_____

TITLE: _____

DATE: _____

"EXHIBIT B

PET INFORMATION

Phone Number_____

Resident's Name_____ **Apt. No.**_____

Pet's Name_____ **Age**_____

Description_____

Veterinarian's Name_____ **Phone**_____

Address_____

How long have you had this pet?_____

License No._____ **Date**_____

Resident's signed statement regarding pet's disposition in case of resident's inability to care for pet is in Resident file_____.

Photo has been provided and is attached_____.

DATE AND EVIDENCE OF:

<u>TYPE</u>	<u>WEIGHT</u>	<u>VET'S CERTIFICATE OF GOOD HEALTH</u>	<u>RABIES</u>
Dog	_____	_____	_____
Cat	_____	_____	_____

<u>TYPE</u>	<u>SPAYED/NEUTERED</u>
Dog	_____
Cat	_____

<u>TYPE</u>	<u>VET'S CERTIFICATE OF GOOD HEALTH</u>
Bird	_____

FISH AQUARIUM SIZE_____ gallons

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. **High performing and small PHAs are not required to complete this component.**

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☒ Provided below:

Extract of Minutes of Public Hearing including Comments:

Minutes of Public Hearing

Kingsport Housing & Redevelopment Authority

Agency Plan

January 22, 2001

A public hearing was held Monday, January 22, 2001 at 7:00 p.m. at the Dogwood Community Center, Kingsport, TN on the Agency Plan submission for the Fiscal Year 2001.

The following were in attendance:

T. Martin Brow der, Chair KHRA Board
Tyler Clinch, Vice Chair KHRA Board
George Presley, Commissioner KHRA Board
Terry W. Cunningham, Executive Director KHRA
Thomas W. Feagins, Director of Finance KHRA
Buford Quillin, Director of Maint. & Mod. KHRA
Anita Smallwood, VISTA / Dogwood Resident
Beatrice Taylor, Dogwood Resident
Johnny J. Ritchie, KITE / Dogwood Resident
Phyllis Ward, VISTA Volunteer

Tina Stacy, Executive Secretary KHRA
Patty Cummings, Tech Support / MIS KHRA
Pat Carpenter, FSS Manager Section 8 KHRA
Edna Light, Resident Initiatives Manager KHRA
Star Warren, Dept. of Human Services
Kenneth E. Keefer, Dept. of Human Services
Darlene Davidson, President CRA
Otis Davidson, Cloud Resident
Scottie G. Hensley, Dogwood Resident
Fay Reed, President LRA
Barbara Ratliff, VISTA, Cloud Resident

Introduction

On December 7, 2000 KHRA published a Legal Notice announcing the Public Hearing in the Kingsport Times-News. T. Martin Browder, Chair of the KHRA Board of Commissioners opened the public hearing. Terry W. Cunningham, Executive Director was asked to highlight additions or deletions from the Agency Plan as submitted for Fiscal Year 2000. Mr. Cunningham stated there were no changes in the Admissions and Continued Occupancy Plan and other policies listed in the agency plan. The primary change in the Agency Plan for Fiscal Year 2001 is in the annual statement and budgets for modernization activities, the physical needs assessments, housing program operating budgets and drug elimination program budget, which includes the latest numbers. There has been a large capital item to upgrade the HVAC systems in the Riverview Community. Cloud is the next community to receive this upgrade in HVAC System. This work item of HVAC dominates the Capital Fund for the next few years.

KHRA made application for additional Section 8 vouchers under the Mainstream Persons with Disabilities Program and the Fair Share Allocation. The Mainstream Persons with Disabilities application was not selected from a lottery conducted by HUD. KHRA did apply for and receive an additional 70 vouchers under the Fair Share Allocation. Presently the Section 8 program allocation totals 817 units. An application under the Fair Share allocation is being prepared and KHRA is requesting an additional 70 units. Also, any other Section 8 units available will be considered and applied for, if feasible.

The PHDEP budget numbers are included. There is a slight increase from last year and has been allocated for police programs, the SMART KIDS program and Frontier Health Family Intervention Counseling.

Mr. Browder then requested comments from the Resident Advisory Board. Executive Director Cunningham explained that the KHRA Board of Commissioners had designated the KITE Council (Resident Council) as the Resident Advisory Board. The KITE Council encouraged KHRA management to establish a second Resident Advisory Board made up of Section 8 program participants. KHRA agreed. The Public Housing Resident Advisory Board consists of Johnny Ritchie, Fay Reed, Darlene Davidson, Phyllis Ward, Grace Simpson and Arlena Lovin. The Section 8 Resident Advisory Board consists of Deborah Williams, Donna Debien and Judy Smith. Both Resident Advisory Boards were assisted by Tim Matheson, Legal Services and KHRA staff. The written Resident Advisory Board Comments will be part of the Agency Plan as well as the written response from KHRA management to the KHRA Board.

Public Housing Resident Advisory Board Concerns

Johnny Ritchie represented the Public Housing Resident Advisory Board, which met January 11, 2001 at 11:00 am and January 18, 2001 at 12:00 pm, and expressed their concerns verbally.

Public Housing RAB Concern #1

Mr. Ritchie discussed a concern about rejected applicants not having the opportunity for a grievance hearing.

KHRA Reply

Initially Executive Director Cunningham replied that although he is very open to listening to persons who have been rejected, he felt that the current policy is adequate. However, he welcomed input from the commissioners present. Commissioner Presley and Commissioner Clinch agreed that they felt something should be done for rejected applicants. Chair Browder requested that the policy be reviewed for a type of hearing that would give persons the opportunity to be heard.

Public Housing RAB Concern #2

Mr. Ritchie commented on the present grievance policy. The RAB felt that no KHRA staff member should sit on a grievance hearing panel.

KHRA Reply

The Board and Executive Director Cunningham agreed that it should not be necessary to use KHRA staff members for this. A list of hearing officers should be developed utilizing community representatives. Assistance from the RAB and Resident Councils would be appreciated in recruiting and training hearing panel members.

Public Housing RAB Concern #3

Residents would like to be able to pay rent at the site offices.

KHRA Reply

KHRA Management will work to have a staff person available at each site during specified hours to collect rents, field questions, etc. After that time rents will be collected at the administration building. Insofar as possible it is hoped that rents will continue to be paid by check or money order.

Public Housing RAB Concern #4

Have residents been informed of “flat rent”?

KHRA Reply

Flat rents have been offered or should have been offered at initial move in and recertifications since 11/99. A mailing explaining the flat rent will be sent to each family to inform and clarify this issue.

Public Housing RAB Concern #5

Residents of Cloud, Riverview and Dogwood would like to have storage buildings similar to those in Lee and Holly Hills.

KHRA Reply

Storage buildings are a much requested accommodation and it will certainly be given proper review, however, this is not as a high priority item since it is not a health or safety item as HVAC, water lines or electrical wiring replacement. KHRA would like to discuss alternative outside storage solutions with residents and resident associations.

Public Housing RAB Concern #6

There is a concern that in the past handicapped units were at times being occupied by persons not disabled when a disabled person was on the waiting list and a non-handicapped unit was available.

KHRA Reply

Staff members should be aware of applicants waiting for handicapped units and make every sure that no unqualified applicant is furnished housing in a handicapped unit.

Public Housing RAB Concern #7

It is hoped that the community policy would become more involved in resident activities.

KHRA Reply

The police officers are not employees of KHRA and we have no authority to require their participation, however, it will be brought to their attention as well as Chief Addington to ask for them to increase their participation whenever possible.

Public Housing RAB Concern #8

Residents should be given consideration as job openings occur with the Authority.

KHRA Reply

KHRA agrees and has in the past hired many residents. A total of 15 employees at KHRA were former residents. Many are purchasing their own homes. One employee is a current resident. Five VISTA Volunteers are residents. Also, one Title V participant is a resident. All position openings at KHRA are posted on bulletin boards in community rooms, management offices and are sent to Resident Association Presidents and Kingsport Initiative for Training & Employment (KITE).

Public Housing RAB Concern #9

The RAB encourages the KHRA to pursue all avenues for homeownership.

KHRA Reply

KHRA is very supportive of the homeownership programs and especially the Habitat for Humanity program. Over twenty residents have entered into this program and are residing in their own homes as a result. During the course of this year we plan to implement a homeownership program utilizing the Section 8 program.

Public Housing RAB Concern #10

The RAB would like to comment on the implementation of the Community Service Policy as it progresses. The RAB feels that any earned income should exempt a resident from the required participation.

KHRA Reply

Through cooperation with Volunteer Kingsport, KHRA will work to implement a Community Service Policy as described in our Admissions & Continued Occupancy Policy. We plan to assign a VISTA Volunteer to assist in the referral and monitoring of progress.

Section 8 Resident Advisory Board Concerns

The Section 8 Resident Advisory Board met on January 11, 2001 at 1:30pm and comments were presented in writing by Mr. Matheson and were reported on by Mr. Cunningham.

Section 8 RAB Concern #1

The Section 8 RAB's first concern was similar to that of the Public Housing RAB. The RAB felt that rejected applicants deserved a formal hearing.

KHRA Reply

The Board directed KHRA to work to develop a solution to this request.

Section 8 RAB Concern #2

The RAB encourages KHRA to implement a Section 8 Homeownership Program.

KHRA Reply

The KHRA is looking forward to the implementation of a Section 8 Homeownership program. Initial plans are to develop a partnership between Section 8 program participants, Legal Services (Housing Counseling), KHRA, banks, real estate agents and the Kingsport Affordable Housing Coalition. Other partners could possibly be Holston Habitat and the Eastern 8 Community Development Corp.

Section 8 RAB Concern #3

The RAB compliments KHRA on securing additional Section 8 units during the year.

KHRA Reply

KHRA was successful in securing additional (70) Section 8 units under the Fair Share Allocation. We have been able to assist additional families. However, we feel that there is additional need and we will be applying for units under any Section 8 Allocations that may be available and feasible.

Section 8 RAB Concern #4

The RAB encourages KHRA to look toward hiring Section 8 program participants as well.

KHRA Reply

Traditionally, KHRA has done an outstanding job of hiring public housing residents. We will look for opportunities to communicate employment positions to Section 8 program participants.

Section 8 RAB Concern #5

The RAB encourages the use of Section 8 vouchers to assist persons with disabilities.

KHRA Reply

The KHRA will continue to work to meet all eligible program participants' housing needs. We will apply for additional units under any programs, such as "Mainstream Persons with Disabilities" to meet this need.

Section 8 RAB Concern #6

If the Community Service requirement is applicable to Section 8 program participants, the RAB would like to comment on it and encourage that any level of earned income be used to exempt persons from this requirement.

KHRA Reply

The KHRA looks forward to the implementation of this policy and appreciates the comment concerning earned income.

Mr. Cunningham thanks Tim Matheson of Legal Services for his assistance in working with both Resident Advisory Boards and formalizing comments from the residents.

Consolidated Plan

Mr. Cunningham reported that the Consolidated Plan of the City of Kingsport's has been discussed with Mark Haga, City Planner. Mr. Haga found that the Agency Plan is consistent with the Consolidated Plan and recommended that Mayor Jeanette Blazier sign the required Certification.

Adjournment

There being no further suggestions or concerns, Chair Browder declared the Public Hearing closed at 8:00 pm.

Terry W. Cunningham, Executive Director

TO: BOARD OF COMMISSIONERS
KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY

FROM: RESIDENT ADVISORY BOARD

RE: COMMENTS ON KHRA's ANNUAL PLAN for PUBLIC HOUSING

This is the second year of input from tenants in KHRA's planning process for the conduct of business. The Resident Advisory Board (RAB) thanks the KHRA, it's staff, and it's Board members, for their hard work in putting this plan together, and their willingness to implement many of the changes suggested last year by the RAB.

The RAB made eleven comments on the proposed Plan for last year, and the KHRA Board adopted many of those suggestions. For instance, the RAB suggested that absences from units for less than 10 days (rather than the proposed 7 days) not be required to be reported, and the KHRA Board agreed and adopted that change. The RAB also suggested a change in the Plan regarding switching rental amounts from flat rents to income based rent. This too was adopted. And finally, the RAB suggested that rents not be considered late until the 10th of each month, rather than the 7th, and the KHRA adopted that policy too. We thank you for your willingness to incorporate RAB suggestions into the KHRA plan.

This year the process for making comments was greatly streamlined after having gone through the process previously. Kingsport Initiative for Training and Employment (KITE), which constitutes the KHRA RAB, met with a representative of Legal Services of Upper East Tennessee for a half day session devoted to comments, suggestions and questions concerning the Proposed Housing Plan for this coming year. The RAB members feel that the plan is very well done, moves the KHRA in the correct direction in serving the low and very low income members of the community, but has the following comments and suggestions to make.

1. **Right to a hearing.**

This suggestion largely revolves around procedural protections for applicants and residents of KHRA. The RAB feels that basic due process protections (right to a fair and impartial hearing, right to present a case, and refute factual assertions/assumptions) is necessary in applying for housing, particularly as to factual allegations such as previous bills owed to landlords. Landlords can make mistakes, confuse tenants, or be vindictive for various reasons and report a tenant as a nonpayer, troublemaker, or one who caused damage at a previous residence. Currently, an applicant for KHRA can be turned down with no opportunity to refute these claims. The RAB feels that applying the current "Grievance Procedure" to applicants, as well as residents, would greatly increase fairness, while placing very little administrative burden on the Administration.

KHRA Reply:

The current Admissions & Continued Occupancy Policy including its Grievance Policy, is in compliance with HUD requirements. However, based on the discussion of this issue by the RAB and at the public hearing, the KHRA Board of Commissioners present at the public hearing felt that this issue should be looked at by KHRA management and the RAB with the goal of developing a satisfactory solution.

2. Hearing officers/panels.

A second issue regarding "hearing officers/panels" also exists. It is felt by the RAB that employees of KHR A should not be hearing officers in contested matters between the Housing Authority and applicants or tenants. While federal regulations allow this policy to exist, such a policy has the "appearance of impropriety", creates understandable questions of fairness by those utilizing the system, and serves to feed the mind set that "you can't get a fair hearing from the Housing Authority. For reasons of fairness, it is felt that a hearing officer/panel should be a non-KHRA employee, to avoid that appearance and ensure fairness. It was felt that the burden on the KHRA would be minimal since so few complaints ever get to a hearing, and that burden would be far outweighed in perceived fairness.

KHRA Reply:

The KHRA agrees that the use of employees as formal hearing panel officers does present some problems. We would ask the HAH and other interested parties to assist in the development of an adequate number of hearing panel officers so that it would not be necessary to use employees.

3. Rental payments -

Due to the lack of transportation of many public housing resident, the lack of access to banking facilities, and the volatile nature of resident's incomes, arrangement should be made for the collection of monthly rents at each of the housing communities run by KHRA. Currently all are required to pay at the central office, which may not be as convenient to residents as other accommodation might be.

KHRA Reply:

The KHRA agrees that many neighborhood-based services need to be available to residents. KHRA management staff has been directed to establish office hours at each development so that residents would be able to pay rent, discuss needs and be recertified.

4. Availability of "flat rent"

KHRA's current policy of flat rents drew praise from the RAB, but the availability of this option seems to be largely unknown in the communities. The RAB suggests that KHRA adopt an outreach policy that includes a general notice to all current residents of the availability of this option, as well as this option being discussed at each recertification.

KHRA Reply:

The following is a copy of a "Choice of Rent Form" that is being utilized by KHRA staff at initial occupancy and recertification. A letter will be sent to each current resident explaining Flat Rent.

KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY

P.O. BOX 44, 1100 ROBERTSON STREET
KINGSPORT, TENNESSEE 37660
PHONE: (615) 545-4138 FAX: (615) 545-2070

CHOICE OF RENT FORM

Federal HUD regulations now allow residents to choose the manner in which their rental rate is calculated for the Annual Recertification. This option is only available prior to the Recertification being processed; therefore, you must make this selection each year when notified by KHRA. The two options for rental calculations are as follows:

INCOME-BASED RENT:

With this option, all household income and assets must be verified in order to determine your gross monthly income. From this total, we will compare 30% of your monthly adjusted income (after deductions) to 10% of your monthly gross income (before deductions). The higher amount is established as your monthly rental rate. According to the information currently available in our files, your rental rate is estimated to be \$_____ per month. Please to ensure, however, that household composition, income, and assets must be fully evaluated in order to determine the accurate rental amount.

Residents who select this option will be required to participate in the Recertification process each year.

FLAT RENT:

This option allows residents to select a fixed rental rate based upon the bedroom size of the unit. At the present time, FLAT RENT is the same rate as KHRA's Ceiling Rent. If you select this option, your rental rate would be \$_____ per month (_____-bedroom).

Residents who select this option are only required to participate in the Recertification process every three (3) years. NOTE: Unit inspections will still be conducted on an annual basis for all households.

If you choose FLAT RENT, an Annual Recertification will be processed in order to set your rental the amount shown above. This rental rate will stay in effect for a period of three (3) years, at which time a Recertification must be conducted. If you have a decrease in income or other hardship circumstances, however, you have one opportunity per year to change to INCOME-BASED RENT. You will not be eligible to select FLAT RENT again until your next Annual Recertification.

Please mark the appropriate box above to indicate which option you choose and have all adult household members sign below. You must bring it with you to the scheduled Recertification appointment. Should you have any questions, contact your Case Manager for assistance.

HEAD OF HOUSEHOLD

CO-HEAD/COUSE

DAUGHTER

OTHER ADULT

5. Capital Improvements

Riverview, Cloud and Dogwood communities need outside storage space (such as in Lee and Holly HEDs), and while these capital improvements are listed on the Needs Assessment, their priority is low and may never be reached. The RAB proposes that while it would be better that these be the responsibility of the PHA, they would be willing to discuss any other alternatives, in an effort to improve the appearance and livability of the neighborhoods.

KHRA Reply:

The KHRA acknowledges this need and we do not disagree. This need competes with Capital Fund Program dollars to replace heating systems, water lines and electrical wiring, just to name a few items. However, we will work with the RAB and residents to identify alternatives that would alleviate this problem.

6. Handicaps.

While the KHRA has been very helpful in modifying residences to accommodate the elderly, the KHRA needs to make concerted efforts to assure that handicapped units are occupied by handicapped individuals when at all possible, and that the units be appropriate to the handicap. Sensitizing staff to this issue should clear this up. The RAB applauds KHRA's use of section 8 vouchers to accommodate handicap.

KHRA Reply:

The KHRA agrees that handicapped accessible units need to be utilized by those in need of these units. We propose to conduct training on the implementation of the ACOP (Tenant Selection and Transfer).

7. Safety

It was felt that Police substations are a good presence in the community. Onsite officers should be encouraged to be more involved with residents, and taking an active role in the community.

KHRA Reply:

The KHRA will encourage each resident police officer to be as active as reasonable in each community where they reside. Contact will be made with the Police Chief to see if things like attendance at Resident Association meetings could be done during their regular working hours.

8. Maintenance and Management

The RAB strongly feels that residents should be considered first for job openings in KHRA maintenance and management. This avenue has been very successful and KHRA should continue to pursue this goal.

KHRA Reply:

KHRA traditionally has been very successful at considering and employing residents and we will continue to do this.

It was felt that maintenance crews should be onsite where possible, to promote preventative maintenance. Quality control used by KHRA is well done and appreciated.

KHRA Reply:

The KHRA uses a control maintenance program for the storage of materials and distribution of work orders. Recently we have changed from distributing work orders by development to one where the next work order is given to the next available maintenance person or workgroup. We feel this is a more efficient use of our workforce and prevents staff previously assigned to older larger developments from being overworked. We are monitoring this change for its effectiveness. The documentation of quality control was in direct response to a HUD Monitoring Visit suggestion.

9. Home ownership

RAB encourages KHRA to pursue all avenues for Home ownership of residence.

KHRA Reply:

The KHRA is looking forward to the implementation of a Homeownership program. Initial plans are to develop a partnership between program participants, Legal Services (Housing Counseling), KHRA, banks, real estate agents and the Kingsport Affordably Housing Coalition. Other partners could possibly be Holston Habitat and the Eastern N. Community Development Corp.

10. Community Service

The RAB would like to comment on this requirement at some time in the future when the KHRA has had a chance to implement it's policy. The RAB feels it appropriate that any earned income should exempt a resident from this requirement.

KHRA Reply:

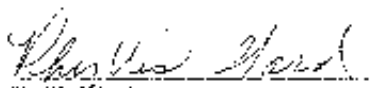
KHRA will work in partnership with Volunteer Kingsport to provide volunteer opportunities. A VISTA volunteer will be assigned to coordinate and monitor participation.

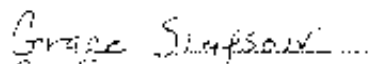
Overall, the RAB feels that KHR A does an admirable job of meeting the needs of the residents and applicants. They are thankful for the opportunity to comment on the Plan, and to have the KHR A Board sincerely consider them. The RAB feels that their relationship with the KHR A management and Board is very good, and look forward to open discussions on these proposed changes to the Plan.

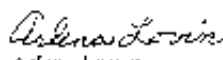

Anthony Ritchie


Jay Reed


Catherine Davidson


Paulie Ward


Grace Simpson


Arlene Lavin

TO: Board of Commissioners
Kingsport Housing & Redevelopment Authority

FROM: Section 8 Advisory Board

RE: Comments on KHRA's Annual Plan for Section 8 Housing

DATE: January 18, 2001

After going over the Agency Plan and the comments from last year with Tim Matheson, attorney with Legal Services of Upper East Tennessee, Inc., the Section 8 Resident Advisory Board (RAB) has the following comments:

1. **Grievance Hearings.** The RAB acknowledges that KHRA has an unspoken policy allowing individuals to appeal or seek informal hearings concerning their being turned down for Section 8 Housing or evicted. However, the RAB feels that a written policy should be adopted that reflects the basic right of a tenant to present their side of an issue in the case of an eviction or denial of admission, including a system of informal and formal hearings whereby a tenant can directly contest the evidence before a third disinterested party. It was felt that it is essential that the tenants be allowed these rights. As with the comments of the Public Housing RAB, it was felt that any hearing officers or panels should not be employees of KHRA.

KHRA Reply:

The current Administrative Plan is in compliance with HUD requirements. Based on the discussion of this issue at the public hearing the KHRA Board of Commissioners present felt that this should be looked at by KHRA management and the RAB with the goal of developing a satisfactory solution.

2. **Home Ownership.** KHRA should encourage home ownership through the Section 8 program as the opportunity now presents itself.

KHRA Reply:

The KHRA is looking forward to the implementation of a Section 8 Homeownership program. Initial plans are to develop a partnership between Section 8 program participants, Legal Services (Housing Counseling), KHRA, banks, real estate agents and the Kingsport Affordable Housing Coalition. Other partners could possibly be Holston Habitat and the Eastern 8 Community Development Corp.

3. **Waiting List.** The Section 8 RAB understands that this waiting list is very small and that last year the KHRA secured additional Section 8 units allowing more access to low income housing to folks in Kingsport. The Section 8 RAB feels that the KHRA has been admirable in these efforts.

KHRA Reply:

KHRA was successful in securing additional (70) Section 8 units under the Fair Share Allocation. We have been able to assist additional families. However, we feel that there is additional need and we will be applying for units under any Section 8 Allocations that may be available and feasible.

4. **Maintenance and Management.** The Section 8 RAB feels that maintenance is very good and that management is appreciated. The Section 8 RAB encourages the KHRA to look among its Section 8 residents when employment in maintenance or management is made available in KHRA. The hiring of residents of the Section 8 program can further empower the residents through employment to become self-sufficient. The Section 8 RAB feels that KHRA does a very good job in running the Section 8 program. They are thankful for the opportunity to comment on its Plan and to have the KHRA Board consider them. They look forward to open discussion on these proposed changes to the Plan.

KHRA Reply:

Traditionally, KHRA has done an outstanding job of hiring public housing residents. We will look for opportunities to communicate employment positions to Section 8 program participants.

5. **Handicap.** The use by KHRA of Section 8 vouchers to accommodate handicaps is entirely consistent with the purpose of Section 8 and Public Housing, and the Section 8 RAB commends the KHRA for such efforts.

KHRA Reply:

The KHRA will continue to work to meet all eligible program participants' housing needs. We will apply for additional units under any programs, such as "Independent Persons with Disabilities."

6. **Community Services.** The Section 8 RAB would like to comment on this requirement sometime in the future when the KHRA has had a chance to implement its policies. However the Section 8 RAB feels it appropriate that **any earned income** should exempt the residents from this requirement.

KHRA Reply:

The KHRA looks forward to the implementation of this policy and appreciates the comment concerning earned income.

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: ***Kingsport, Tennessee***

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

See appropriate sections of the Consolidated Plan in Attachment C of this Plan.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

<i>Plan:</i>	<i>tn006v02.doc</i>	<i>FY2000 KHRA PHA Plan HUD-50075</i>
<i>Attachment A:</i>	<i>tn006a02.doc</i>	<i>CFP 502 2001 Budget HUD-52837</i>
<i>Attachment B:</i>	<i>tn006b02.doc</i>	<i>FY2001 PHDEP Plan</i>
<i>Attachment C:</i>	<i>tn006c02.doc</i>	<i>City of Kingsport Consolidated Plan</i>
<i>Attachment D:</i>	<i>tn006d02.doc</i>	<i>Deconcentration Policy</i>
<i>Attachment E:</i>	<i>tn006e02.doc</i>	<i>Capital Fund 5-Year Plan HUD-52834</i>
<i>Attachment F:</i>	<i>tn006f02.doc</i>	<i>Follow-Up Plan to Resident Surveys</i>
<i>Attachment G:</i>	<i>tn006g02.doc</i>	<i>Section 8 Homeownership Capacity Statement</i>
<i>Attachment H:</i>	<i>tn006h02.doc</i>	<i>Definition of "Substantial Deviation"</i>
<i>Attachment I:</i>	<i>tn006i02.doc</i>	<i>Five-Year Plan Progress Statement</i>
<i>Attachment J:</i>	<i>tn006j02.doc</i>	<i>Resident Advisory Board Membership</i>
<i>Attachment K:</i>	<i>tn006k02.doc</i>	<i>Resident Membership of the KHRA Board</i>

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

**Annual Statement /Performance and Evaluation Report
Capital Fund Program (CGP) Part I: Summary**

**US Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577 - 0157 (Exp. 03/12/02)

Kingsport Housing & Redevelopment Authority

PO Box 44 Kingsport, TN 37662

Catalog Fund Number
TA437PD05602

FY of Grant Approval
2001

☐ Original Annual Statement ☐ Reserve for Disaster Emergencies ☐ Revised Annual Statement/Rowe or Narrative
☐ Performance and Evaluation Report for Program Year Ending ☐ FY's Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	0			
2	1406 Operations	147,831			
3	1408 Management Improvements	157,000			
4	1410 Administration	53,500			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	42,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	21,714			
10	1460 Dwelling Structures	482,000			
11	1465.1 Dwelling Equipment - Nonexpendable	26,000			
12	1470 Nondwelling Structures	16,000			
13	1475 Nondwelling Equipment	25,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1498 Mod Used for Development	0			
19	1502 Contingency (may not exceed 8% of line 19)	0			
20	Amount of Annual Grant (Sum of lines 2-18)	\$871,045			
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	0			

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native America - Programs Administrator and Date

X

Terry W. Cunningham, Executive Director

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Form HUD-527837 (Rev. 2)

Ref Handbook 7453.3

**US Department of Housing
and Urban Development
Office of Public and Indian Housing**

**Annual Statement /Performance and Evaluation Report
Capital Fund Program (CFP) Part II: Supporting Pages**

Development Number / Name ID: Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds obligated	Funds Expended	
PHA-Wide Management Improvements	Operations	1405		147,334				
	Vision Workers	1405	4	52,000				
	Vision Office Supplies	1405		4,000				
	Resident Training	1405	1	40,000				
	Resident Initiatives Manager	1405		2,000				
	Resident Initiatives Support	1405		8,000				
	Monthly Training	1405	1	16,000				
	MIS Specialist	1405		39,000				
	U-PCE Support Services	1405						
				157,000				
PHA-Wide Administration	Misc Manager	1410	1	37,000				
	Employee Benefits	1410		10,500				
	Sundry	1410		2,500				
	Telephone	1410		4,500				
	Local Travel	1410		2,500				
PHA-Wide Fees & Costs				\$53,500				
	Annual Fees PHA-Wide	1430		24,200				
	Inspector / Employee Benefits	1430		15,300				
				\$42,500				

Signature of Public Housing Director/Chief of Native American Programs Administrator and Date

X

Tony W. Cunningham, Executive Director

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

To be completed for the Performance and Evaluation Report

Form HUD-52837 (9/99)

1st Amendment 7/6/02

**Annual Statement /Performance and Evaluation Report
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing
and Urban Development
Office of Public and Indian Housing**

OMB Approval No 2512-0167 (Exp 3-3-12)(22)

Development Number / Name Headline Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Processed Work :
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
KHRA-Wide	Landscaping	1460		2,114				
TN 37P005001 Leo Homes	Replace HVAC	1460	25units	384,000				
TN 37P005004 Frank L Clout	Replace Water Heaters	1400	130units	66,150				
TN 37P006003 Holly Hills	Replace Water Heaters	1450	64units	25,400				
TN 37P005011 Tiffany Court	Replace Water Heaters	1450	14units	2,450				
KHRA-Wide Dwelling Equipment	Refrigerators Ranges ADA Modification/Equipment	1465 1465 1465	34 20 5	14,000 6,000 6,000				
TN 37P005001 Leo Homes	Maintenance Shop Renovation	1470		25,000				
KHRA-Wide Non-Dwelling Equipment	Maintain/replace	1475		25,000				

Signature of Executive Director and Date

X

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

X

Tony W Cunningham, Executive Director

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Form HUD-52037 (5/53)
of Handbook 7405.3

**Annual Statement (Performance and Evaluation Report
Capital Fund Program (CGP) Part III: Implementation Schedule**

US Department of Housing
and Urban Development
Office of Public and Indian Housing

CMB Approval No. 2537 - 0157 (Exp. 8/31/2002)

Development Number/Name HA-Wide Activities	All Funds Obligated Quarter Ending Date			All Funds Expended Quarter Ending Date			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
1406	3/31/03			9/30/04			
1408	3/31/03			9/30/04			
1410	3/31/03			9/30/04			
1430	3/31/03			9/30/04			
1460	3/31/03			9/30/04			
1465	3/31/03			9/30/04			
1470	3/31/03			9/30/04			
1475	3/31/03			9/30/04			
TN 37P006001	3/31/03			9/30/04			
TN 37P006004	3/31/03			9/30/04			
TN 37P006009	3/31/03			9/30/04			
TN 37P006011	3/31/03			9/30/04			

Signature of Executive Director and Date

X

Signature of Public Housing Director/Chief of Native American Programs Administrator and Date

X

Terry W. Cunningham, Executive Director

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

form HUD-52837 (5/98)
rev. Handbook 2400.2

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$133,637

B. Eligibility type (Indicate with an x) N1 _____ N2 _____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Kingsport Housing & Redevelopment Authority's application for the Public Housing Drug Elimination Program Funds is a comprehensive approach to the elimination of drug related crime. It is composed of prevention, intervention and interdiction activities carried out by a community partnership consisting of local law enforcement, resident and service providers with the goal of reducing and the effects of drugs and drug related crime in our public housing communities and the City of Kingsport.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Robert E Lee Apartments</i>	<i>128</i>	<i>234</i>
<i>Riverview Apartments</i>	<i>92</i>	<i>150</i>
<i>Frank L Cloud Homes</i>	<i>189</i>	<i>433</i>
<i>Dogwood Terrace Apartments</i>	<i>76</i>	<i>131</i>
<i>Holly Hills Apartments</i>	<i>84</i>	<i>171</i>
<i>Tiffany Court Apartments</i>	<i>14</i>	<i>36</i>

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** X **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	250,000	TN37DEP0060195	-0-	N/A	Complete
FY 1996	250,000	TN37DEP0060196	-0-	N/A	Complete
FY 1997	171,000	TN37DEP0060197	-0-	N/A	Complete
FY 1998	171,000	TN37DEP0060198	-0-	N/A	Complete
FY 1999	133,637	TN37DEP0060199	96,785	N/A	12/16/01
FY 2000	133,637	TN37DEP0060200	133,637	N/A	9/25/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Kingsport Housing & Redevelopment Authority proposes to attack the problem of drugs and drug related crime in public housing in a comprehensive manner. Through a contract with local law enforcement (Kingsport Police Department) we hope to secure an agreement for assistance to reduce drug activity from two police substations located in the Riverview and Cloud public housing communities and a bike patrol operating in all KHRA communities. We also propose to work with the KPD on our applicant screening, enforcement of our lease through One Strike and You're Out and criminal trespass list. Second, we propose to contract with a mental health provider in the northeast Tennessee area to provide drug intervention counseling to individuals, groups, families and KHRA staff. Included will be services and/or service providers to provide informal assessments, referrals to other organizations when necessary, provide drug prevention education, crisis intervention counseling and generate reports on progress with documentation of follow-up procedures. KHRA continues to provide prevention programs daily to address alcohol and drug problems, education, nutrition, social awareness and recreation. These programs will provide tutoring with monitoring of grades, school attendance and disciplinary problems and interaction with social agencies. KHRA operates 583 units of public housing apartments, manages 48 units of Section 8/202 and administers over 707 Section 8 Existing Certificates and Vouchers, resulting in assistance for over 3,500 persons. KHRA plans to continue to attack the problem of drugs and related crime in public housing and work in collaboration with other agencies to rid low income people of criminal activity in their communities, and provide positive opportunities for a better quality of life.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	82,671
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	32,220
9170 - Drug Intervention	18,746
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	133,637

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHAs have no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$82,671		
Goal(s)	Reduce the presence of drugs and drug related crime in KHRA communities.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Substations			7/1/02	6/30/03	63,657	61,786	Crime Statistics
2. Bicycle Patrol			7/1/02	6/30/03	19,014	-0-	Crime Statistics
3.							

9120 - Security Personnel					Total PHDEP Funding: \$0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$32,220		
Goal(s)	Provide daily anti-drug use information, education and activities.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Smart KIDS		277	7/1/02	6/30/03	32,220	6,650	Program participation
2. Adult/Family/Comm Progs		1,221	7/1/02	6/30/03	-0-	141,500	Program participation
3. Other Programs		1,221	7/1/02	6/30/03	-0-	64,250	Program participation

9170 - Drug Intervention					Total PHDEP Funding: \$18,746		
Goal(s)	Provide drug intervention counseling to individuals, groups and families including referrals, with follow-ups, to other organizations for treatment.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Frontier Health		1,221	7/1/02	6/30/03	18,746	-0-	Program participation
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$0-		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$0-		
Goal(s)	Evaluate and analyze the PHDEP program outcomes.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activities 1, 2	82,671	Activities 1, 2	82,671
9120	N/A	-0-	N/A	-0-
9130	N/A	-0-	N/A	-0-
9140	N/A	-0-	N/A	-0-
9150	N/A	-0-	N/A	-0-
9160	Activity 1,2,3	32,220	Activity 1,2,3	32,220
9170	Activity 1	18,746	Activity 1	18,746
9180	N/A	-0-	N/A	-0-
9190	N/A	-0-	N/A	-0-
TOTAL		\$133,637		\$133,637

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

CONSOLIDATED PLAN

FOR

HOUSING AND COMMUNITY DEVELOPMENT

City of Kingsport
July 1, 2000 - June 30, 2005
Prepared By:
Community Development Department
April, 2000

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INTRODUCTION

The Consolidated Planning process is a collaborative endeavor whereby a community establishes a unified vision for community development actions. The Consolidated Plan brings together the planning, application and reporting requirements for the Community Development Block Grant (CDBG) program, the Home Investment Partnership (HOME) program, the Housing Opportunities for Persons With AIDS (HOPWA) program, and the Emergency Shelter Grant (ESG) program. This Consolidated Plan will permit Kingsport to apply a unified vision to address local problems comprehensively.

The goals, objectives and various actions outlined in the Plan are readily linked to certain “Key Values” identified by the Kingsport Board of Mayor and Aldermen in their “1999 2001 Strategic Initiatives and Plan” document approved in December 1999. The Board’s Strategic Plan identifies nine key values which influence and direct planning of and decisions for actions by the City. The goals and objectives of this Consolidated Plan are consistent with the following Key Values:

- ✓ Key Value #4: Economic Growth and Development
- ✓ Key Value #7: Reliable, Dependable Infrastructure
- ✓ Key Value #8: Superior Quality of Life
- ✓ Key Value #9: A Safe Community

The Consolidated Plan for Kingsport must also be explicitly consistent with the goals of the Community Development Block Grant program, which is the major source of Federal funds expected to assist the City with implementation of the Plan. The goals of the Plan are:

- ❑ to provide decent housing
- ❑ provide a suitable living environment
- ❑ expand economic opportunities for low income persons.

As part of the Plan’s preparation, the Community Development Staff consulted with other public and private agencies that provide assisted housing, health services and social services. The staff also encouraged citizens to participate in the development of the Plan through the Public Hearing process as outlined in the Citizen Participation Plan. This document was prepared following the requirements prescribed by Federal Regulations. The citation for each regulation is provided should the reader need to refer to it for clarification of specific sections.

91.205 Housing & Homeless Needs Assessment

General

This **Housing and Homeless Needs Assessment** describes the community's housing needs for the next five years. It estimates the number and type of families in need of housing assistance, describes these needs to include a discussion of cost burden and evaluates whether a disproportionately greater need for racial or ethnic minority groups exists in comparison to the needs of the community as a whole. It also describes the nature and extent of homelessness, including the characteristics of individuals and families with children currently housed but threatened with homelessness, and the nature and extent of homelessness by racial and ethnic group.

These needs are based on housing data from the U.S. Census and reflect consultation with housing providers, social service agencies, and input received through the citizen participation process. Housing needs in Kingsport are not expected to change significantly over the time period of this Plan, which is July, 2000 through June, 2005.

Categories of Persons Affected

The categories of persons affected, as defined by the Department of Housing & Urban Development (HUD) is based on the HUD Adjusted Median Family Income (HAMFI). These categories include extremely low income (0-30% HAMFI), low income (31-50% HAMFI), moderate income (51-80% HAMFI) and middle income (81-95% HAMFI).

HUD further separates categories into elderly household, in which the head of the household or spouse is at least 62 years of age, small household, consisting of 1-4 persons, and large households, consisting of 5 or more persons. Current HUD adjusted median family income for the Metropolitan Statistical Area (MSA) is \$38,600. Income breakdown provided by HUD for very low income and low income households is shown as follows:

1	2	3	4	5	6	7	8
Prsn	Prsn	Prsn	Prsn	Prsn	Prsn	Prsn	Prsn
\$13,500	\$15,450	\$17,350	\$19,300	\$20,850	\$22,400	\$23,950	\$25,500
\$21,600	\$24,700	\$27,800	\$30,900	\$33,350	\$35,800	\$38,300	\$40,750

The chart below shows the estimated number of households in each category and the percentages as they relate to the city as a whole. The 1990 census shows the total number of households as 15,611.

<u>Households</u>				
<u>Renters</u>	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
Total	1582	911	962	307
Elderly	493	361	214	45
Small Family	705	254	431	130
Large Family	110	93	42	19
<u>Owners</u>				
Total	595	957	1315	725
Elderly	358	715	796	373
Small Family	127	133	378	228
Large Family	24	20	45	68
<u>TOTAL</u>	2177	1868	2277	1032
% Total Households	14.0%	12.0%	15.0%	6.6%

These figures show that 4,045 (25.9%) of the total number of households in the City are below 51% of the HAMFI and, more than likely, in need of housing or social service assistance. No quantitative data is available to estimate the number of persons with disabilities who do not require supportive housing services.

However, through contact with various local agencies it appears adequate housing for people in this category is available. Information is not readily available for the number of persons with HIV/AIDS and their families. Between 1982-1992 there were 32 cases of AIDS confirmed in Sullivan County.

Description of Housing Needs

Housing needs may be understood through an examination of cost burdens. The cost burden experienced by households is defined by HUD as the extent to which gross housing costs, including utility costs, exceed gross income. Severe cost burden is the extent to which housing costs exceed 50% of the gross income. The

following chart shows the numbers of households experiencing housing costs which fall into these categories.

<u>Cost Burden</u>								
	<u>0-30%</u>		<u>31-50%</u>		<u>51-80%</u>		<u>81-95%</u>	
<u>Renters</u>	<u>30%</u>	<u>50%</u>	<u>30%</u>	<u>50%</u>	<u>30%</u>	<u>50%</u>	<u>30%</u>	<u>50%</u>
Total	995	707	519	92	273	0	8	0
Elderly	263	171	174	32	79	0	8	0
Small Family	466	356	143	42	85	0	0	0
Large Family	82	49	52	0	13	0	0	0
<u>Owners</u>								
Total	405	245	305	98	204	54	31	0
Elderly	239	120	167	28	74	19	6	0
Small Family	97	71	80	49	90	21	10	0
Large Family	12	7	20	6	0	0	8	0
<u>TOTAL</u>	1400	952	824	190	477	84	39	0
% Total								
Households	8.9%	6%	5.2%	1.2%	3%	.5%	.2%	0

These figures show that for all categories the largest number of households with the greatest housing needs are those with very low income and a cost burden of thirty percent. This accounts for almost nine percent of the total households in the community.

The extent to which households are experiencing overcrowding or containing more than one person per room is shown as follows:

<u>Households With Overcrowding</u>				
	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>				
Total	58	45	21	5
Elderly	0	0	0	0
Small Family	0	5	0	5
Large Family	58	40	17	0
<u>Owners</u>				
Total	9	19	18	7
Elderly	0	0	0	0
Small Family	0	11	0	26
Large Family	9	8	18	0
<u>TOTAL</u>	67	64	39	12
% Total Households	0.43%	0.41%	0.25%	0.08%

Overcrowding for very low income and low income renters illustrates the greatest need. But currently this is not a major need in the city. The number of substandard units, or those experiencing housing problems, are shown below. This includes physical defects, overcrowding, or occupants who are experiencing cost burden or severe cost burden.

	<u>Housing Problems</u>			
	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>				
Total	1032	545	294	13
Elderly	263	180	79	8
Small Family	480	143	91	5
Large Family	92	72	24	0
<u>Owners</u>				
Total	405	316	228	38
Elderly	239	167	80	6
Small Family	97	91	90	17
Large Family	12	20	18	8
<u>TOTAL</u>	1437	861	522	51
% Total City	9.2%	5.5%	3.3%	0.33%

Households experiencing the greatest need in this category are in the same categories as under cost burden. The percentage is almost double the next closest category which is low income households. The very low and low income households are experiencing the greatest needs. Identified needs of households with less than 50% HAMFI, and experiencing cost burden include the following:

- Substandard rental units;
- Assisted home ownership;
- Rehabilitation assistance for homeowners; and
- Rental assistance to reduce high cost burdens.

Moderate income households need some type of housing assistance. Even though those figures show no renter households experiencing a severe cost burden, 273 have a 30% cost burden and 294 have housing problems. Of the owner households, 84 in this income category have a severe cost burden, and 204 have a 30% cost burden. The number of Elderly households, in practically all categories, shows a great need. Need for moderate income households include:

- Affordable purchase units;

- Rehabilitation assistance for homeowners; and
- Credit counseling.

Racial and Ethnic Groups

According to the CHAS Databook, the Caucasian category for Kingsport has 981 moderate income and 7,931 above middle income with 3,763 very low and 2,174 other moderate income. The black population includes 36 middle income and 259 above middle income with 251 moderate and 103 extremely low and low income. These figures show that Kingsport's white population includes more middle and above middle income households than very low and other low income; however the two figures (of combined middle and moderate opposed to low and extremely low income households) are very close. Kingsport's black population is just the reverse: its extremely low and low income combined outnumber the middle and moderate income.

To determine if there is a disproportionate greater need for black households, the charts below show number of households and housing problems by units and percentage of black population.

	<u>Housing - Black</u>			
	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>
Total	129	53	57	2
Elderly	27	20	6	5
Small Family	84	10	30	7
Large Family	6	17	5	0
<u>Owners</u>				
Total	49	20	46	10
Elderly	28	7	22	10
Small Family	12	7	13	0
Large Family	0	6	2	0
<u>TOTAL</u>	178	73	103	36
<u>% Black</u>				
Households	27%	11%	16%	5.5%

Housing Problems - Black

	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>
Total	81	27	19	0
Elderly	16	4	0	0
Small Family	53	0	11	0
Large Family	0	17	0	0
<u>Owners</u>				
Total	32	13	23	
Elderly	28	0	7	
Small Family		4	7	7
Large Family	0	6	0	
<u>TOTAL</u>	113	40	42	
% Black				
Households	17%	6.1%	6.5%	.0%

The number of black households in Kingsport is 649. Disproportionate need is considered 10% or greater than the need of the population as a whole. These figures show that a disproportionate number of black households are in the very low, low, and moderate income categories. Disproportionate need is only in the very low category for housing problems.

Available household information is not as detailed for other racial groups. The chart below shows households by minority and income group for Hispanic, Native American, and Asian and Pacific Islander (non-Hispanic).

	<u>Total</u>	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
Hispanic	30	18	0	0	12
Native American	0	0	0	0	0
Asian & Pacific	76	6	0	15	55

Disproportionate need is shown for the Hispanic population where 60% of the total are extremely low income. Other than this need, our assessment did not show a

disproportionately greater need for any income category, family or tenure type for racial/ethnic groups in comparison to the needs as a whole.

Homeless Needs

Homelessness in Kingsport seems to be a growing category. This assessment is derived from consultation with the Salvation Army, Haven of Mercy, the Upper East Tennessee Human Development Agency, and other service providers. The needs of the homeless extend beyond the primary needs of food, shelter and clothing. The need for intensive supportive services combined with shelter is emphasized by service providers.

Accurate quantitative data does not exist for homelessness of families with children and homeless subpopulations (severe mental illness, alcohol/drug addiction, fleeing domestic violence, AIDS and related diseases, other). The 1990 Census counted 37 homeless persons in emergency shelters and 2 visible in street locales. Service providers strongly disagree with these figures. These groups indicate the homeless population is in the hundreds. The City Planning Department in conjunction with homeless service providers did a homeless count as part of the City-wide Special Census in April 1995. This count showed 7 visible, 16 sheltered, and 27 in some type of transient housing. Behavioral Services reported 2 homeless in Alcohol/Drug Inpatient with 23 open files on homeless individuals.

The Director of the Haven of Mercy provided the following assessment of homelessness. Homelessness can be divided into two major categories (chronic homeless and temporary homeless). Chronic homelessness constitutes almost 90% of those found in shelters. Although they have economic problems, these are not the main reasons they are homeless. The reasons for chronic homelessness are:

Substance Abuse	46.5%
Dysfunctional Personality	25.0%
Economic Problems	12.5%
Severe Mental Illness	10.2%
Physical Disability	5.6%
Other	.2%

More money, services, handouts, etc. will not solve chronic homelessness. In order to be effective, programs must be directed at solving the real problems. Programs that address only the physical needs are largely a waste of time and money. They are a BandAid solution. It is necessary to address both the physical and mental/emotional needs.

The basic needs of shelter, food, and clothing for the chronic homeless and temporary individuals are currently being met. Also, facilities and services for homeless persons who are severely mentally ill are being addressed by Frontier Health Services.

Current needs for homeless individuals that are not being met include:

- Rehabilitation programs for those addicted to alcohol or drugs, including aftercare;
- Employment training and job search assistance; and
- Life skills training and case management.

Temporary homelessness constitutes about 10% of the homeless and is generally caused by loss of income or an unusual group of expenses resulting in the loss of housing. Usually this group has family or friends who take them in until they can find a new job and housing. These groups seldom ended up in homeless shelters, although the need for family shelter is becoming apparent. Temporary homelessness appears to be experienced more by families now than in the past.

The persons most threatened with homelessness are very low income families (0 to 30% HAMFI) with children, who are paying over 30% of their income on shelter. These families most at risk are not only the traditional family, but are many times single female heads of household which resulted from divorce, death, abandonment by spouse, etc. These families could benefit mostly from:

- Housing counseling to assist families facing foreclosure/eviction;
- Programs offering temporary financial assistance;
- Shelters which keep families together;
- Job training, counseling, placement, and follow-up;
- Payment of deposits and first month rent for permanent housing;
- Educational services such as GED preparation;
- Child care at shelters or accessible to shelters;
- Financial and budgetary training;
- Transportation;
- Programs to help very low income households pay rent and utility bills that exceed their ability to pay; and
- Job placement and retraining programs for laid-off workers, or adults entering the workforce for the first time.

One group of homeless subpopulations which constitutes temporary homeless are those fleeing domestic violence. Nationwide, 50% of the homeless women and children are due to physical violence. Safe House currently provides temporary shelter in these cases. Special needs of domestic violence are:

- Comprehensive services to move the families through the system;
- Support groups and outreach programs;
- Job training;
- Affordable daycare;
- Court advocacy; and
- Transportation.

The nature and extent of homelessness by race and ethnic group is unknown. A primary need in the development of homeless programs is a need for cultural and racial sensitivity. The existing delivery system for homeless shelter and services is largely all white and Christian oriented. This may alienate homeless individuals of different racial or religious backgrounds. In addition, the increase of foreign population, mainly Latin American, may result in a language barrier between service providers and this group.

There is an overwhelming need for coordination of existing services and an advocacy group for the homeless. Development of a Homeless Coalition in 1998 has attempted to meet this need.

Other Special Needs

The greatest need for the elderly, frail elderly, disabled, persons with drug or alcohol addiction, or other special needs populations is for supportive services tied to affordable housing so individuals can remain in their homes. It is expensive and undesirable to institutionalize persons who could remain in their homes if they had assistance with daily living.

In 1980, the population 65 years and older was 4,210. Between 1980 and 1990 there has been 42% growth in this population. The 1990 Census showed 7,262 or 20% of the total population to be in this group. This growth is expected to continue and represents an emergency need for the elderly and especially the frail elderly.

"Frail elderly" is defined as "elderly persons who are unable to perform at least 3 activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities)". The number of elderly households in need of supportive housing is 34 while the number for frail elderly is 150. Based on the number served, the need for assistance to grow above the 150 elderly and/or frail elderly persons during the period covered under this Consolidated Plan is anticipated. Currently, Madison House provides day care for the frail elderly. The center has a planned therapeutic day program of restorative care, socialization and rehabilitative therapy for its participants.

No quantitative data is available to document housing needs of the elderly and persons with disabilities who do not require supportive housing services. However we have ascertained through contact with various local agencies that housing for people in these categories is available. We also discovered this type of housing is apparently plentiful for the disabled/handicapped, but the elderly population assisted through the Section 202 program is enough to warrant a waiting list of applicants. According to CHAS Databook (1990) figures, Kingsport has a total of 854 very low income elderly renter households with 203 of those having a severe cost burden (housing costs, including utilities, exceed 50% of gross income). An additional 214 (other) low income elderly renter households include 9 with a severe cost burden and 79 with a cost burden whereby housing costs (including utilities) exceed 30% of gross income. Of the 854 total very low income

elderly renters, over half, 443, of those have some (unspecified) housing problems. The greatest needs for this population are:

- Increased capacity for Kingsport Meals on Wheels;
- Subsidized adult daycare at Madison House for those families unable to afford normal fees;
- Provision of adequate assisted living and independent living housing for all income levels;
- Educating the public on needs of the elderly;
- Encouraging elderly in need of services to ask for assistance; and
- Coordination of services currently available to allow for easier access and to provide a single entity to develop programming.

The number of households in need of supportive service for persons with disabilities are: severe mental illness (80), developmentally disabled (35), and physically disabled (24). Existing organizations which provide housing for the special needs populations include Kingsport Housing Authority, Roller-Russ Home, Rainbow Homes, and Frontier Health.

Identified needs for persons with disabilities include obtaining home health care services, adult daycare service, and homemaker services. The number of households in need of supportive services for persons with alcohol or other drug addiction is estimated in the CHAS at 120. Frontier Health provides counseling and rehabilitation/detoxification for chemically dependent individuals 18 years of age or older. The facility has 18 beds and averages 22 or more on the waiting list. The average wait for treatment is two weeks. Frontier Health anticipates the need for rehabilitation/detoxification, including counseling, to grow on a yearly basis. This number includes the homeless and residents of public housing assisted through contracts made between CAS and the Rural Health Consortium (Project KIND). This includes not only referral for help, but also provision of transportation to and from professional appointments through a local taxi company. The primary need in this area is for an expansion of existing services.

After checking with various agencies, we discovered that no housing is available specifically for persons with AIDS (PWA's). Therefore, we don't know if a need even exists for supportive housing of persons in this category or if the quantitative data to support such a facility is available anywhere. The only program which exists for PWA's is Project HOPE which provides education about the HIV/AIDS virus, prevention through awareness and education, confidential counseling and referral to other community services, and programs for their families. This program is available through Frontier Health Services.

The Eldreth (Rainbow) Home located on East Center Street houses mentally ill individuals. It is anticipated that the Eldreth Home will assist up to 15 individuals each year over this covered reporting period.

Public Housing Residents

Kingsport Housing and Redevelopment Authority has been housing low-income families since 1939. Its mission is providing decent, safe, and affordable housing. Resident Initiatives have become a great need in all the communities. Resident Initiatives, such as education and job training are essential since jobs have become increasingly important in all our communities. Currently, several programs have been implemented and are provided to any public housing and/or Section 8 resident who takes the initiative to change their life. Each program listed is an ongoing program and has already changed the lives of many.

Public Housing - Public Housing manages 569 low rent public housing units at five sites: Lee, Riverview, Cloud, Dogwood Terrace, and Holly Hills Apartments. Fifty (50) low rent 202 Housing (Section 8/new construction) units for the elderly at Holston Terrace Apartments and six (6) units Public Housing plus eight (8) units of Section 8 existing housing at Tiffany Court, which are used to house participants in the LiftNet program.

Section 8 - The Section 8 program is a rental assistance program which assists eligible families by paying a portion of their rent to a property owner. The program is funded by the U.S. Department of Housing and Urban Development. Kingsport Housing and Redevelopment Authority presently assists 745 low income families in Sullivan, Hawkins, Washington, and Greene counties.

O.R.D.I.S. - (One Room Drop-In School) - The mission of O.R.D.I.S. is to provide lifelong alternative educational opportunities. O.R.D.I.S. also encourages knowledge, attitudes, skills, and habits necessary for productive, independent citizenship through collaborative efforts with Kingsport City Schools, Kingsport Housing and Redevelopment Authority, and other community resources. In supporting the belief that learning is a lifelong process, as an educational system we are committed to encourage all people to learn and to overcome barriers. O.R.D.I.S. is the delivery system to provide educational opportunities for the housing community residents.

Smart K.I.D.S. - (Kingsport Interagency Development and Support)- Smart K.I.D.S. is an after school program for children living in or near public housing communities in the Kingsport area. Smart K.I.D.S. provides recreational and educational opportunities to children who are high risk candidates of school drop-outs, substance abuse, delinquency or victims of child abuse. The program is designed to serve kids ages 6 to 17, and to inspire these kids to earn trust, friendship, and encourage them to expand their horizons. The Smart K.I.D.S. office also houses a family counselor who provides Family Counseling and Drug Intervention/ Prevention that is available to all KHRA residents.

Head Start - The Head Start program is housed in the Cloud Community Center and serves 3 & 4 year olds in Cloud and the surrounding community. They implement a Readiness program which prepares kids for kindergarten.

Cloud Community Center - The Cloud Community Center not only houses the Head Start program, but provides a spacious gym designed for various indoor sports to keep the kids of public housing active, with less time for trouble. Structured programs already implemented are girls' basketball, volleyball, boxing, gymnastics, karate, Girl and Boy Scouting, senior aerobics and other community or Resident Association planned events.

Vista Volunteer - The Vista Volunteer program is in its second year, with two Vistas, at Kingsport Housing and Redevelopment Authority. Vista's goal is to alleviate poverty in America by helping low-income people to improve the conditions of their own lives. The mission is to strengthen and supplement efforts to eliminate and alleviate poverty by encouraging and enabling people to perform meaningful and constructive volunteer service in agencies, institutions and situations where the application of human talent and dedication may assist in the solution of poverty and poverty-related problems.

Lee Family Learning Center - The Lee Family Learning Center provides tutoring, literacy programs, childhood and adult education, family life, parenting, nutrition, computer classes, library trips, ABE/GED classes and many more development classes. The Center is in its seventh year and is open to all KHRA residents.

KHRA Mini Police Substation - In order to provide safe and drug-free communities, KHRA has implemented the concept of Community Policing which has worked well for both residents and the Police Department. The Substation Officer functions as the liaison between KHRA, Kingsport Police Department, and all five Resident Associations. He also works with several children's programs such as the Police Athletic League (PAL), which sponsors the Girl's Basketball team.

Bike Patrol - KHRA's Bike Patrol is active in the summer months and longer, depending on warm weather. The Bike Patrols are visible throughout all five of the KHRA communities and the kids love them. The officers have built close relationships and often become role models to many of the public housing kids.

Extension Services - Also known as the **Title XX Homemaker** program, Extension Services assists the elderly and disabled in order that they might continue independent living. This program provides chore assistance, errands, grocery shopping, laundry, and emotional support to 960 KHRA residents each year with 5800 hours of services per year.

K.I.T.E., Inc. - (Kingsport Initiatives for Training and Employment)- This program is a Resident Management non-profit corporation with a Board of Directors consisting of elected officers from all five of the Kingsport Housing and Redevelopment Authority communities. This group functions as a multi-disciplinary team whose focus is community improvement through education, employment, job training and special programs to benefit the residents.

L.I.F.T./N.E.T. - (Life Initiatives for Families in Transition/North East Tennessee)- L.I.F.T./N.E.T. is a new program at KHRA which will serve low income residents of public housing and Section 8 residents. L.I.F.T./N.E.T. will provide an array of services including community participation, resident outreach and mobilization, comprehensive case management, entrepreneurial training, and job and business creation.

Project K.I.N.D. Clinic - (Kingsport Interagency Network Development)- This community health clinic services Kingsport Housing and Redevelopment Authority residents and the homeless in the Kingsport area. Sponsored by the Rural Health Consortium, the clinic provides health care to those who could not otherwise afford it.

DHS Workers - (Department of Human Services)- The Department of Human Services has placed three eligibility counselors on-site who service Public Housing and Section 8 city residents. This "one-stop-shop" type of service is a benefit to KHRA residents because not only can they pay their rent, but also have the opportunity to see their DHS worker concerning food stamps and TennCare. This is especially beneficial for those who do not have transportation.

Summer Playground Program - Sponsored by the City of Kingsport Parks and Recreation Department, this program functions five days a week during the summer and in all five KHRA communities. This program provides **free** outings, swimming, tennis, and group sport opportunities. A winter program is available in the Riverview community.

Greater Kingsport Alliance for Development- This is a non-profit corporation created through the efforts of the Kingsport Affordable Housing Coalition. The purpose of the partnership is to provide a means for the public/private sector to cooperate in providing affordable housing to low income families in Kingsport.

Tiffany Court - Tiffany Court Apartments is an eight unit apartment complex which was purchased by Greater Kingsport Alliance for Development in 1991 with a grant from THDA H.O.U.S.E. Funds continue to be used in connection with the Kingsport Housing Authority's Family Self-Sufficiency program. This apartment complex houses families with single heads of household who are working and attending school in a program to enable them to become independent of any type of assistance.

Lead-Base Paint Hazard

The Environmental Update for the National Multi-Housing Council May 1993 Report cited lead-base paint as the top health concern having most significant impact on residential projects in the past ten years. Lead has been identified as the number one health hazard to American children, with 10-15% of all preschoolers in the country impacted by the problem. Lead poisoning causes many short and long term negative health effects in children and adults. These include learning disabilities, mental retardation, IQ reduction, and decreased attention span. No danger exists unless the lead is ingested which is a concern in children, not adults. Lead based paint was in use prior

to 1980. It appears in white and yellow paints and not in colors. Of the existing housing stock of 16,742 units, there were 2,989 rental units and 8,494 units totaling 11,483 units constructed prior to this date. The chart below shows the likelihood of lead base paint in the existing housing stock.

<u>Year Structure Built</u>	<u>Owner Occupied</u>		<u>Renter Occupied</u>	
	<u>White</u>	<u>Black</u>	<u>White</u>	<u>Black</u>
1970 - 1980	1,185	49	1,617	97
1960 - 1969	1,499	23	675	55
1950 - 1959	2,225	69	842	56
1940 - 1949	1,885	46	697	74
1939 or Earlier	1,440	73	557	33
TOTAL	8,234	260	4,388	315

The estimated number of housing units containing lead-based paint hazards for very low, low and moderate income families is as follows:

<u>Occupied</u>	<u>Owner Occupied</u>	<u>Renter</u>
Very Low Income	277	1,582
Low Income	216	373
Moderate Income	156	201
TOTAL	649	2,156

The Sullivan County Health Department reported that in Kingsport no elevated levels were reported in 22 screenings the first quarter of 1995. There were 142 screenings in 1994, 6 were elevated but did not require a lead survey. This leads us to believe that the abatement programs in place are effective and should be continued. These programs include the CDBG housing rehabilitation programs, and Kingsport Housing and Redevelopment Authority's modernization program for its apartments.

General

This Housing Market Analysis looks at the supply, demand, condition, and cost of the existing housing stock. The analysis evaluates existing public and assisted housing facilities, inventories homeless facilities, and explains if public policies create a barrier to providing affordable housing.

Community Description

The City of Kingsport is located in the northeast portion of the state and contains approximately 40 square miles. It is an industrialized community with a diverse group of people residing here. The top employers in the city are Tennessee Eastman Company (8,500 employees), AFG Industries (2,500 employees), Quebecor Printing (2,375 employees), Wellmont (2,200 employees), Willamette Corporation, Fine Paper Division (425 employees), British Aerospace Royal Ordnance, NA (112 employees), Kingsport City Schools (900 employees), and Indian Path Medical Center (583 employees). Though some recent workforce "downsizing" has occurred, this highly diverse industrial base gives the city and its area a generally healthy economy. Kingsport's population grew by 13.5% between 1980 and 1990. The U.S. Census population for the City of Kingsport in 1980 was 32,027 and in 1990 it was 36,365. This population included 34,480 white, 1,611 black, and 495 other races. The current State certified population for 1998 is 41,414.

This small city is well known for its "volunteerism", community and hometown spirit, and for being a "good place to live and raise a family." It has tourist appeal with its annual Fun Fest and all the beautiful scenery including Riverfront Park, Greenbelt and Bays Mountain Park (largest city-owned park in U.S. in acreage). Kingsport was formally incorporated as a city in 1917 after a long period of settlement going all the way back to colonial times. Its name originated from Colonel James King who used the Boatyard as a port for shipping various commodities.

Kingsport as it is today has a diversified industrial and commercial base. The City's land area has increased significantly following several annexations. The city is surrounded by an urbanized region which extends into Virginia to the north and Hawkins County to the west, as well as easterly and southerly within Sullivan County.

Kingsport has grown considerably over the past 15 years and is still focused on growth, particularly to attract new industry and commercial concerns to the city and surrounding urbanized area. Three cities - Kingsport, Johnson City, and Bristol - comprise the Tri-Cities and are included in the Upper East Tennessee Metropolitan Statistical Area or MSA. The growth trend has involved most of the Upper East Tennessee region, including Washington and Sullivan Counties. Scott County and Washington County,

Virginia, and the City of Bristol, Virginia have played and continue to play a role in defining the greater Metropolitan Area.

The Upper East Tennessee region is unusual in that there are three primary growth centers rather than a central city. This situation has led to a certain degree of cooperation among the three cities, but has also fostered an atmosphere of competition. That competition applies to attracting industrial and commercial establishments and their constituent employment and consumer opportunities.

All three cities have shown a predominantly steady population increase although the rate over four consecutive ten-year census periods shows a large degree of variation. Much of this variation can be attributed to varying rates of annexation rather than natural increase or net migration although the latter two components play a very definite role in population fluctuations.

The 1990 Census figures show the City of Kingsport had a total of 16,742 housing units, of which 1,113 (6%) were vacant. Of these 15,629 total households, 9,832 (63%) were owner-occupied and 5,797 (37%) were renter-occupied. Population per household was 2.28 persons. The homeowner vacancy rate was 1.9% and rental vacancy rate was 7.1%. The Housing Inventory below is based on 1990 Census figures.

HOUSING INVENTORY

Total Housing Units	16,742	Vacant	1,113
Units in Structure	1-unit detached	11,013	
	1-unit attached	504	
	2-4 units	1,165	
	5-9 units	1,404	
	10 or more units	2,109	
	mobile home, trailer	547	
	<u>Large</u>	<u>Small</u>	<u>Elderly</u>
	<u>Family</u>	<u>Family</u>	
Structures with Housing Problems	3,150	301	1,156
Owner Occupied	1,217	113	428
Renter Occupied	1,933	188	728

HOUSEHOLD CHARACTERISTICS

Total Households	15,629		
Owner Occupied	9,832	Percent	63%
Renter Occupied	5,797	Percent	37%
Income			
HUD Adjusted Median Family Income (MFI)		\$38,600	1999
Census designated Median Household Income		\$22,750	1990
Housing Value Owner Occupied Units			
		8,685	
Less than \$50,000		3,820	
\$50,000 to \$99,000		3,218	
\$100,000 to \$149,000		892	
\$150,000 to \$199,999		486	
\$200,000 to \$299,999		231	
\$300,000 or more		38	
Renter Occupied Units Paying Cash Rent			
		5,365	
Less than \$250 monthly		3,024	
\$250 to \$499		2,177	
\$500 to \$749		123	
\$750 to \$999		20	
\$1,000 or more		15	

In 1995, U.S. Census changed the total housing units within the City to 18,457. This count reflects boundary changes due to annexation. There has not been an inventory made for this new count.

No recent surveys have been conducted to ascertain the physical condition of the existing housing stock. In 1986, the City Planning Department did a windshield survey of the City for its Land Use Plan 2010 which classified housing units by condition. This survey showed the following: 419 units were substandard, defined as run-down but could be repaired; 314 units were in deteriorated condition, which is defined as no major structural deficiencies and the unit could be rehabilitated to meet building codes; 105 residences classified as dilapidated, not able to be brought to meet City code. Units within the city can be brought into code compliance as they become vacant. The City Building Department may refuse to have electrical service restored to substandard structures. This mechanism is effective for rental units since these have a higher turnover than owner occupied residences. New construction has consisted mainly of houses in the upper price range (\$85,000 and up). Not unlike most cities, lower-priced (new) housing built has been minimal and, realistically speaking, practically non-existent. Therefore, we concluded that affordable housing in Kingsport is minimal at best.

Building permit data for the City of Kingsport, which tracks construction of new residential units, shows that 121 single-family homes and 60 multi-family units were constructed in 1999. Permits were also issued for 744 additions, alterations, and remodelings to residential structures. The number of new singlefamily dwellings was down from 1998 and 1997, which showed 140 units, and 131 units, respectively. However, construction has been on an overall increase since 1980. The estimated construction cost of the 121 houses was \$12,981,538, with the average cost of a new single-family dwelling at \$107,285. This is an average decrease of \$2,260 over 1998. A breakdown of the construction costs of the homes is listed below:

Under \$25,000	7
\$26,000-50,000	13
\$51,000-100,000	54
\$101,000-200,000	39
\$201,000-300,000	7
<u>\$301,000-400,000</u>	<u>1</u>
TOTAL	121

Multi-family permits, mainly new apartment projects, decreased dramatically from 168 units in 1998 to 60 permits in 1999. The Needs Assessment Report developed by the United Way of Greater Kingsport indicates there is a shortage of affordable housing units and a need for housing assistance in Kingsport. The City strongly promotes Fair Housing practices to insure that the limited housing stock is made available to all citizens, regardless of racial or ethnic background and persons with HIV/AIDS and their families.

The 1994 Comprehensive Housing Affordability Strategy (CHAS) identified areas of low income families concentrated in the Gibsontown/Nelsontown, Rotherwood Heights, Sunset Hills, and Highland sections. The CHAS also identified a previous neighborhood development project area which includes Maple/Dale/Sevier Street portions of the City. These areas are located in Census Tracts 408, 411, 416, and 506. Areas in which more than 65% of the families fall within 80% of the median family income are considered low income areas. A high concentration of low income households is also located in the recently annexed areas of Lynn Garden, Midfields, Westview, and Vernon Heights. This has been documented through awarding of Sewer Tap Fee Grants paid through the Community Development Block Grant program.

Minority/racial concentrations exist in the Riverview area, Rotherwood Heights area, and Maple/Dale/Sevier Street area. These are Census Tracts 402, 406, and 506. A relatively high percentage of the minority concentrations are also designated "low income". Census tracts where minority populations constitute more than 65% are considered areas of minority concentrations. Kingsport contains an overall small percentage of minorities (under 5%). In 1990, the ethnic composition of the City was:

White	34,480	94.8%
Black	1,611	4.4%
Asian	204	.56%

Native American	41	.11%
Pacific Islander	8	.02%
Other	21	.05%

A Special Census of annexed areas completed in 1998 enumerated Kingsport's population at 41,414 (certified). The increase is due to a number of annexations which became effective in the last few years. Previously mentioned areas annexed include a large percentage of low and very low income people, some of those elderly including a good number of female heads-of-household. The Special Census was conducted by the City of Kingsport Planning Department whereby employees actually went into affected neighborhoods and obtained names of its residents in a door-to-door setting. The State of Tennessee certified this census and numbers derived as a result of it, but the assumptions as to family status were derived from the Planning staff's assessment.

Public and Assisted Housing

The Kingsport Housing and Redevelopment Authority has a total of 617 households assisted through its public housing units and 707 through Section 8 certificates and vouchers. Latest statistics showed 277 families on a waiting list to receive housing assistance. In order to be on the Federal Preference List, applications must meet one of these conditions:

- Live in overcrowded conditions which must be verified either by an agency or minister;
- Spend 50% or more of income on rent and utilities;
- Live in substandard housing, i.e., housing not meeting Housing Quality Standards set forth by HUD;
- Be a victim of domestic violence which must be verified by police reports, agencies, social services, etc.; or
- Be homeless due to no fault of their own.

Kingsport Housing and Redevelopment Authority utilizes the Federal Preference only, and does not have a local preference.

Apartments Managed by Kingsport Housing and Redevelopment Authority

<u>Apartments</u>	<u>Units</u>
Cloud	189
Dogwood Terrace	76
Holly Hills	84
Holston Terrace	48 (Elderly/Disabled)
Lee	128
Riverview	92
Tiffany Court	14

Subsidized Apartments Managed by Developers and Others

<u>Apartments</u>	<u>Units</u>
Hickory Hills	48
Kingsport Manor	100
Kingsport West	103
Kiwanis Towers	94
Maple Oak	175
Miller Village	153
Model City	256
One Wilcox Place	72

It is not anticipated that any subsidized units will be lost over the time frame of this Plan.

Homeless Facilities

The following is a listing of facilities and agencies which provide some level of service to the homeless and persons threatened with homelessness.

Salvation Army Transient Lodge - Provides emergency shelter with 54 beds. The Salvation Army also uses Model City Motel to temporarily house families and single women. This facility contains 20 rooms and 2 apartments for emergency situations in conjunction with the Upper East TN. Human Development Agency. The Salvation Army also provides hot meals each day at Noon, and at 4:00 p.m. on Sunday.

Hope Haven Ministries - A Christian halfway house that provides a supportive living environment and counseling for up to 18 men. More of a rehabilitative type of organization which offers programs for drug and alcohol rehabilitation, they also offer a job search program for those lacking training and education.

Link House, Inc. - A not-for-profit corporation that currently has 2 facilities for homeless teenagers. Emergency Shelter-Group Home is licensed for a short-term stay for 8 residents (4 males, 4 females) and up to 20 in an emergency. An Independent Living For Boys facility houses 4 male clients for long-term stays.

Safe House - A shelter for abused women and children which can provide 9 beds and 3 cribs.

John Hay House - Provides transitional housing for 18 persons. It is a residential program for men who can benefit from an alternative to prison. Eligible clients include non-violent youthful and/or first time offenders, and are often court ordered referrals for probationers. The Hay House program is designed around a six-month structured residency during which time the resident receives professional counseling, educational or vocational opportunities, job placement, and aftercare services.

Emergency Relief Agency - Provides short term crisis assistance to permanent residents of the Kingsport area who are having temporary financial emergencies as a result of loss of employment, illness, desertion, and domestic violence.

Department of Human Services - Refers individuals and families to agencies that can provide housing or emergency assistance.

United Way of Greater Kingsport - Provides funding to Salvation Army, Red Cross, Link House, and Safe House so these agencies can give emergency relief to individuals and families in need.

American Red Cross, Kingsport Area-Hawkins County Chapter - Provides planning for community disasters, assistance to fire and disaster victims, and case work for an emergency fuel assistance program.

Upper East Tennessee Human Development Agency - Provides temporary shelter, education and job assistance for the homeless. Sometimes UETHDA works in conjunction with the local housing authority to provide temporary housing and assistance through the Alliance of Business and Training.

Contact Concern - Provides an answering and referral service to agencies for those looking for assistance.

Local homeless programs consist of:

Homeless Chronically Mentally Ill Veterans

(Administered by V.A.)

Homeless Chronically for Families & Individuals (8 counties)

(Administered by U.E.T.H.D.A.)

Homeless Chronically Mentally Ill Citizens

(Housing Assistance provided by Frontier Health Services)

Currently, there are no organizations within Kingsport that provide permanent supportive housing or permanent housing for the homeless who are not in the mentally ill category of Special Needs.

Special Needs Facilities and Services

Existing organizations which provide housing for the special needs populations include the Kingsport Housing and Redevelopment Authority, RollerRuss Home, and Rainbow Homes. There are currently no programs to insure persons returning from mental or physical health institutions will receive appropriate housing, and there is no facility to house persons with HIV/AIDS.

Kingsport has two Section 202 (for elderly and disabled) units: Holston Terrace and Kiwanis Towers which together total 144 units. The units are all occupied and have a waiting list of prospective applicants. There are 20 units (10 each) available for mentally challenged at Rainbow (Eldreth) Home and for the physically challenged at RollerRuss Home. In addition, Link House, Holston Methodist Home, and Sullivan County Youth Center provide assistance for approximately 250 young people per year.

Kingsport has endeavored to assist people with special needs. One area in which it has been successful is with the Madison House project which provides day care for its frail, elderly citizens. The Center provides a planned therapeutic day program of restorative care, socialization, and rehabilitative therapy for its participants.

Madison House has set many goals for the facility, including:

- Furnish help during the day, allowing the participant to continue living at home, thereby preventing premature institutionalization.
- Decrease the severity of physical disability.
- Promote health maintenance through an ongoing health education program.
- Minimize social isolation by providing a safe environment which stimulates peer interaction.
- Assist families caring for a disabled participant.

Barriers To Affordable Housing

While neither state nor local policies and regulations in and of themselves are considered to be major barriers to the development of affordable housing in Kingsport, the combination of the difficult terrain in the area with these regulations makes new construction rather costly. The ridge and valley topography of the Kingsport area, geology and general lack of vacant buildable sites within the existing corporate boundaries have proven challenges to developers who have targeted moderate cost housing as a viable market. The Board of Mayor and Aldermen have challenged the Development Services Department to review land use policies as they apply to potential projects which propose to construct affordable housing, especially in topographically difficult areas. Beyond these issues, City policies are applied evenly to developers of affordable housing. Land use controls administered through the City of Kingsport Planning and Building Departments provide equitable and fair treatment to all applicants for various services provided by the respective departments. All zoning, subdivisions, requests for variances, building permits and business licenses are evaluated on site selection and other housing construction requirements. Building codes are not deemed to be significant barriers to production of affordable housing in Kingsport. Also, the withholding of developable land or establishment of growth limits is not employed as a development policy. The adequacy of current infrastructure is considered within rezoning requests to higher intensive use.

Property taxes for the City of Kingsport are comparable to other jurisdictions in the East Tennessee area. The City's current tax rate is \$2.39 with Sullivan County's tax rate of \$2.58 on \$100 of assessed value. There are no Special Assessment districts within the City. For residential properties, the assessed value is based on 25% of the appraised value of the property as opposed to 30% for commercial, and 40% for industrial properties.

Building permit fees, plat review fees, and utility connection costs are considered reasonable for the City and are not viewed as an impediment to affordable housing development. These fees are established through public hearings and budget review processes which are open to the public for comment. There are no public policies that affect the return on residential development within the community. As indicated, upon the increase in multi-family construction that return on investment is governed by market conditions.

91.215 STRATEGIC PLAN

General

The Strategic Plan identifies the priority needs established by the community and obstacles to address underserved needs. These strategies will continue to be followed over the time period of this Plan (2000-2005). The following discusses priority needs and proposes objectives to addressing the needs in the categories of Affordable Housing, Homelessness, Special Needs and Non-Housing Community Development. The needs identified as “high” in priority in HUD Needs Tables provided in the Community 2020 software are addressed in the Strategic Plan with specific objectives. There are also needs identified as “medium” in priority included in the Strategic Plan as well. The objectives in the Strategic Plan are long-term in nature and should be achieved over the five-year time period of this plan.

A. Affordable Housing

The basis for assigning each relative priority in the HUD “Priority Needs Summary Table” are the numbers of estimated households in each category. These numbers were provided in the CHAS Databook. The range of numbers extended from 0 to 480 units. A scale was used to rank the priorities as 0-160 units (low), 160-320 units (medium) and 320-480 units (high). While specific subgroups, such as elderly households, may have problems that are unique to that population, housing problems in Kingsport are primarily related to low and moderate income, elderly or disabled and/or aging housing stock. The highest priorities identified in this table are:

- Very low income, small related families, experiencing cost burdens of 30% and 50%, living in substandard rental and owned units.
- Very low income elderly, experiencing a cost burden over 30%, living in substandard rental units.
- Very low, low and moderate income owner-occupied households, experiencing severe cost burden and living in substandard housing.

Housing market conditions also drive the assignment of priority to housing needs and determination of Community Development fund planning. The primary market condition which influences fund planning in Kingsport is the shortage of affordable housing in the metropolitan area. This is the major factor contributing to high rental rates. The number of rental assistance certificates and vouchers currently available does not meet the existing need. Fair market rent for a two-bedroom unit in Kingsport was represented in the 1990 CHAS Databook as \$324, but the latest local statistics for the Kingsport area show that the current average rent for a two-bedroom unit is \$348 per month. Vacancy rates average 2.41% for one-bedroom, 1.57% for two-bedroom, and 4.0% for three or more bedrooms. Although construction of rental units has increased during the last five years, most of those units were aimed at the high end of the market.

Local corporate and collective knowledge of area housing market conditions also affect Community Development/Housing Strategic Planning. The Kingsport area has seen a marked increase in new single-family, owner-occupied housing construction. However, this construction again is aimed at the high end of the market. Combined with a marked increase of retired and elderly populations, the existing housing stock is aging and is becoming increasingly in need of rehabilitation. The City believes rehabilitation of the existing housing stock is in the best interest of the community, especially for the low and moderate income populations. Also, by assisting people to maintain their homes we avoid creating a greater demand for rental assistance.

While the City recognizes a high priority for owner-occupied rehabilitation and emergency repair, it also is cognizant of a need to develop new housing and homeownership opportunities for low and moderate income persons and families, especially those who have been living in substandard rental units. Even as the population ages, there remains some growth in young families for which homeownership should be available.

With these factors in mind, the City proposes to undertake the following strategies and objectives:

Owner-occupied Housing Rehabilitation

The City proposes to provide rehabilitation to 12-15 owner-occupied housing City-wide per year for the next three years, for a total of 3645 homes, utilizing approximately \$850,000 Federal and/or State funding. It is expected that these funds would be provided through the Community Development Block Grant Entitlement program and the HOME program administered through the State of Tennessee. After the three-year period, the City expects CDBG funding to be available to rehabilitate 68 houses per year for two years at a cost of approximately \$400,000.

Emergency Repair

As part of the rehabilitation program, some housing is identified which need only emergency and/or minor repair to bring them up to minimum code without substantial rehabilitation. Typically the City completes five of these projects per year at a total cost of approximately \$25,000. For the next five years, the City proposes to continue utilizing CDBG funding in this manner.

Acquisition/Relocation

Occasionally, the City encounters owner-occupied housing units, which cannot be rehabilitated to meet even the most basic of housing and building codes. In this case, the City proposes to acquire the properties and relocate the families to standard housing. The costs of these type projects are usually \$45,000 to \$60,000 total, including acquisition, clearance and relocation. Because of the severe, expensive and disruptive nature of these projects, the City proposes to complete no more than one per year. Funding expected to be available are the CDBG and HOME programs.

Rental Rehabilitation

In the next five years, the City plans to address needs for rehabilitation of various rental properties within strict parameters. Those parameters relate to the City's position that community development efforts, whether utilizing CDBG funding or not, be directed to benefiting low and moderate income persons. To that end, the City will work with rental properties owned primarily by organizations such as Greater Kingsport Alliance for Development (GKAD) which owns properties primarily housing low/mod families. The first project to be completed will be rehabilitation of 24 units of rental property owned by GKAD. This project will utilize \$78,000 Tennessee Housing Development Agency HOUSE program funds. The project will be completed during the first year of the 2000 Consolidated Plan. Upon completion of this program, the City will identify others which fit this mold.

New Construction

Currently, the City has no plans for new construction of affordable housing. Although the CDBG program does not allow new construction by the grantee, it does allow the grantee to contract with other appropriate community development organizations to conduct the activity. The City will work with the Greater Kingsport Alliance for Development (GKAD) and the South Central Kingsport CDC to consider opportunities to utilize CDBG and future HOME funding for new construction projects.

Homeownership

As part of its housing rehabilitation program, in the next three to five years, the City will work with GKAD and South Central Kingsport CDC to initiate a homeownership element. This program will require the marriage of CDBG, HOME and other State and local funding. The Consolidated Plan will be updated and amended, if needed, as plans become more definite.

HOME Consortium

During the planning stages of this Consolidated Plan, Community Development staff had an opportunity to meet with other entitlement cities, Bristol and Johnson City, representatives from Eastern Eight Community Development Corporation, TONYA, Inc. (HUD technical assistance contractor) representatives, and HUD staff to explore the possibility of forming a HOME Consortium. This consortium would be a collection of local governments, through a written cooperation agreement, which would be eligible to receive direct funding from HUD under the HOME program. It is anticipated that an agreement could be reached among member governments within 1.5 years. The City will pursue this possibility within the period covered by this Plan.

B. Homelessness

Priority needs for the homeless include emergency shelter, transitional and permanent housing and services for some special needs categories such as substance abuse and mentally challenged persons. These needs were identified in 1997/98 by an organization studying homeless needs in the Northeast Tennessee Region— the Northeast Tennessee

Coalition for the Homeless. The results of this study are included in the Continuum of Care: Gaps Analysis Priority Needs Table.

During the next five years the City expects to receive Emergency Shelter Grant funds in the amount of approximately \$40,000 per year. Each year, the City proposes to contract with the Salvation Army to provide emergency shelter to approximately 160 persons per year.

For the other identified needs, the City is working with the Coalition to pursue Federal and State grant funds to address the priority needs. The Consolidated Plan may be updated and/or amended as plans become more definite.

C. Special Needs

The City recognizes the need to provide housing for the frail elderly, persons with disabilities, persons with HIV/AIDS and others who need a supportive housing environment. Such facilities should be located in group home situations throughout the city. This is based on the number of elderly residents currently within the city, the limited number of facilities for disabled persons, the lack of facilities for persons returning from mental and physical institutions, and for persons with HIV/AIDS. Obstacles to meeting underserved needs include inadequate resources, lack of coordination among service providers, and neighborhood opposition to proposals for supporting living facilities locating in residential areas. Funding for such facilities have been secured through private and semi-public entities in the past. It is reasonable that such funding will continue in the future, and that the City will support these organizations to the fullest extent possible. Proposed accomplishments over the next five years will be an increase in the capacity of existing facilities and services previously identified in this Plan, and possible addition of new programs.

D. Non-Housing Community Development Needs

The City of Kingsport has received assistance under the Community Development Block Grant program since the mid-1970's. The framework of the CDBG program requires activities to serve low and moderate income households, eliminate blight, or provide for urgent needs. Kingsport has targeted a large portion of its block grant funds to specific neighborhoods so that a comprehensive approach to revitalization can be taken. These neighborhoods are selected because of the condition of housing, income levels, and adequacy or inadequacy of existing infrastructure to protect the health, safety and welfare of the residents.

Through a consultation process, taking into consideration information provided through the 1990 Census, the City has identified several non-housing community development needs in the following categories:

- Infrastructure
- Economic Development
- Public Facilities
- Public Services
- Downtown

These are the categories which have been identified as having the highest priorities. These priorities reflect consultation with government agencies, housing and public service providers, and reference to the new Strategic Plan designed and approved by the current Board of Mayor and Aldermen. Objectives listed within each category have been evaluated and planned as follows:

High Priority – Activities to address this need will be funded by the locality during the five-year period.

Medium Priority – If funds are available, activities to address this need may be funded by the locality during the five-year period. Also, the locality will take other actions to help this group locate other sources of funds.

Low Priority – The locality will not fund activities to address this need during the five-year period. The locality will consider certificates of consistency for other entities' applications for Federal assistance.

No Such Need – The locality finds there is no need or the grantee shows that this need is substantially addressed. No certifications of consistency will be considered.

A matrix outline of identified non-housing community development needs may be found in the Community Development Needs Table attached to the Consolidated Plan document. One note that should be recognized here concerns the “estimated dollars to address” section of this table. The guidelines for preparing the Consolidated Plan state, “Enter the estimated expenditure need (in current dollars) to correct the priority needs the jurisdiction has or will have over the period of time designated in the strategy portion of this document. Include all funds (public and private) that would be needed to correct the priority needs.” The estimates outlined in the attached table are “educated guesses” based upon comparisons to other similar projects, or other information relevant to local conditions.

Following are descriptions of objectives to projects and activities to address identified non-housing community development needs for the period of 2000-2005, organized by the above mentioned categories:

a. Infrastructure

In 1990, the City of Kingsport committed to an improvement strategy for one of its neighborhoods, Highland. Since 1991, the City has utilized CDBG funding to provide for street improvements, utility upgrades and housing rehabilitation for

this low-mod income neighborhood. While most of the owner-occupied houses have received rehabilitation, and “D”, “E”, “F” Streets and a portion of Westmoreland Avenue have been improved, with a second portion of Westmoreland and “G” Street being improved in the Spring of 2000, there remains other improvements to be undertaken. In the next three to five years, the City will provide improvements to pavement, sidewalks, drainage and utilities to the final section of Westmoreland Avenue (approx. 300 feet) approximately 900 feet of Overlook Road and the entire length of Reedy Creek Road (approx. 2500 feet). Estimates for Westmoreland and Overlook are about \$70,000 per 300 feet. Due to difficult terrain, estimates for Reedy Creek Road will be significantly more per foot. Community Development Block Grant funds will be the source of funding for this objective.

For other infrastructure-related objectives, the City is currently reviewing and updating its Capital Improvements Program. The strategy for this program will be on a five-year basis. The Board of Mayor and Aldermen has set April, 2000 as the deadline for approving a five-year CIP for the City. Community Development will be reviewing this “list” for potential projects for the fiveyear period covered by this Consolidated Plan. Criteria will include potential benefit to low and moderate income persons, overall benefit for community development consistent with Community Development Block Grant Program goals and objectives, and other qualifying criteria outlined by HUD for funding under the CDBG program. As projects are identified, the Consolidated Plan will be amended appropriately.

b. Economic Development

The Board of Mayor and Aldermen has identified economic development as one of its primary areas of emphasis in its Strategic Plan and has consistently cited economic development as one of its highest priorities. Therefore, the Consolidated Plan outlines several objectives in meeting economic development needs in the City, particularly as they pertain to benefiting low and moderate income persons.

Riverview Employment Outreach – The City will fund the Riverview Employment Outreach Office for a period of three to five years through the Community Development Block Grant program. It is expected that the South Central Kingsport Community Development Corporation, the newly formed Community-Based Development Organization, will be the applicant operating as a sub-recipient. It is also expected that funding levels will be in the \$25,000 to \$30,000 range for each of these years. The Office will assist approximately 300 low income persons per year in preparing for and finding employment.

South Central Kingsport CDC Micro-Enterprise Initiative – South Central is underway in planning and forming a micro-enterprise program for low and moderate income persons within their neighborhood and target area, generally

defined as Census Tracts 402 and 406. While plans are still being formulated, it is likely that one initiative will be a Peer Lending Program, targeting public housing residents in particular. The program will act as an enabler and resource, including funding, for peer-lending groups focusing on micro-enterprises and smaller businesses. Funding is expected to be from the CDBG program and other local business contributors. CDBG funds will be in the \$5,000 to \$10,000 per year range.

Redevelopment – A focus of the City in recent months has been the issue of redevelopment as it relates to re-use of vacant, previously developed land in the city as well as economic development potential. Several initiatives have been undertaken to approach the redevelopment topic. Most recent has been the appointment of the Redevelopment Subcommittee of the Mayor's Economic Development Taskforce. The role of this subcommittee is to evaluate and recommend areas that have potential for redevelopment. For the next three to five years, redevelopment will be the economic development tool most likely to involve the Community Development program and/or the CDBG program which could be used either in support of redevelopment initiatives or as "hard dollars" for a specific project. For example, initially CDBG funding could be used to match local contributions for development of a financial plan for a redevelopment district. As plans become more firm, the Consolidated Plan may be updated with specific projects/plans.

c. Public Facilities

Through its Capital Improvements Program planning effort, the City may identify public facilities improvements projects eligible for CDBG funding. As the "CIP" becomes more firm, plans for specific projects will be evaluated for eligibility and feasibility for the Community Development program.

One on-going project the City will be undertaking over the next three to five years is improvements to the V.O. Dobbins Center which houses the Riverview Employment Outreach Office, Upper East Tennessee Human Development Agency and the Dobbins Gymnasium which primarily serves the Riverview Neighborhood. Improvements will include an upgrade of the HVAC system, installation of modern windows systems, handicapped accessibility and conversion of the auditorium to a multi-use community facility. Costs of these items have been estimated to exceed \$150,000. CDBG and local funding are expected to be utilized to complete this multi-year project.

d. Public Services

In the past five years, the City has utilized Community Development Block Grant funds to enhance the efforts of local agencies involved with activities defined as "Public Services" in CDBG program regulations. In the next five years it is

expected the City will continue in this vein. Among the Public Services the City expects to fund are the Lee Family Learning Center and CASA of Sullivan County.

Lee Family Learning Center– For the past 3-5 years the City has provided CDBG funding to Lee Family through a subrecipient agreement in the amount of approx. \$55,000 to \$60,000 per year. Lee Family has consistently served 200300 low and moderate income children and adults with literacy services per year, targeting in particular those from Public Housing. The City expects to continue funding Lee Family in the manner it has in the previous Consolidated Plan tenure.

CASA of Sullivan County– The City expects that CDBG funding for CASA will continue in some form over the next three to five years. Funding levels will fall in the \$15,000 to \$20,000 range per year. CASA will provide advocacy services to approximately 200 abused and neglected children, 80% to 90% of which have been from low and very low income families.

Beyond working with these agencies, the City will continue to evaluate service gaps for low and moderate income persons and families for possible funding in the future.

e. Downtown

The primary objectives for the Central Business District are the prevention and/or elimination of slums and blight, and the generation or retention of employment through appropriate economic development activities. In 1997, the “Model City Coalition” was formed as a visioning and planning committee with a stated goal of “making downtown Kingsport a viable place to work, live, shop and entertain.” The Coalition sponsored a research group of planners, architects and economists to develop a study and plan for the downtown area. This plan “would provide both short-term goals and long-term direction for future plans to revitalize the downtown area and those gateways leading to it.” The plan has been completed and is under review by Coalition members, Planning Commission and the Board of Mayor and Aldermen for adoption as an action document for the City. There are several elements of the Plan which may be eligible for CDBG funding and/or support. Upon adoption, Community Development will take a more focused look at the Plan for possible projects and downtown activities involving CDBG funding.

Barriers to Affordable Housing

While State and local public policies are not considered to be major barriers to the development of affordable housing in Kingsport, the combination of policies with difficult terrain and the lack of buildable sites have presented significant challenges to the development of new construction of housing which is considered affordable in this

market. Changes in the local housing market and national standardization of building codes have also had impacts on new construction. The City of Kingsport proposes the following strategies to monitor factors which influence affordable housing to ensure such barriers and challenges are not established, and in some cases avoided:

Land Use Controls – The Kingsport Regional Planning Commission will continue working to implement land-use controls that promote housing development in a safe, efficient manner that is harmonious with existing neighborhoods.

Zoning Ordinance – The Kingsport Board of Zoning Appeals shall monitor requests for zoning variances due to hardships imposed by specific zoning regulations to determine if existing regulations are unreasonable.

Building Codes – The City Building Department will continue to monitor the Southern Building Code for changes in restrictions which might be extraordinary and potentially unreasonable.

Infrastructure Requirements – The City Planning Department will scrutinize the impact of infrastructure costs, along with utility fees and subdivision design requirements on the provision of affordable housing.

Court Orders and HUD Sanctions – There are no court orders or HUD sanctions in force for the City of Kingsport.

Actions to Affirmatively Further Fair Housing – The City will keep an aggressive approach to affirmatively further fair housing by completing many fair housing activities. Its primary focus is to educate the public about fair housing through videos on local television and audio spots on local radio stations. This has been shown to be the most effective of all Fair Housing activities due to the wide exposure of these two media. Other activities include distribution of fair housing booklets (“About Renting– Rights and Responsibilities of Landlords and Tenants”) to the public.

Implementing these goals will provide for more affordable housing and thereby ameliorate negative effects of any public policies which may keep housing costs above the affordable index.

Lead-Based Paint Hazards Reduction

Reduction of lead-based paint hazard will be accomplished in the rehabilitation of existing owner-occupied residences built before 1978. Homes showing signs of peeling and cracking paint will be abated. Contractors will be instructed to encapsulate existing lead-based contaminated walls and ceilings with new ½” drywall and replace any existing trim, doors, and windows originally painted with lead-based paint with new materials.

Anti-Poverty Strategy

Eighteen percent (18%) of persons in Kingsport are living below the poverty level compared to 16% for Tennessee and 13% nationally. Fourteen percent (14%) of all persons in Kingsport 65 years of age and older have incomes below the poverty level. Employment opportunities are the key to reducing the number of households living in poverty. Many times a lack of education and/or skills training for many adults limit their employment potential. Efforts such as the Lee Family Learning Center and Riverview Employment Outreach Office which assist in preparing individuals with education and skills, as well as connecting them with employment opportunities, are vital to the City's anti-poverty strategy.

Growing the economy of Kingsport and employment opportunities are also an essential element in the City's Anti-Poverty Strategy. The Kingsport Industrial Development Board works toward development of industrial sites, assisting existing industries to grow and expand, forming new (home grown) industries, and helping to relocate responsible, community minded industries into the area.

The Mayor's Economic Development Taskforce is also taking a broad view of the City's efforts to grow the economy of the Kingsport area. These efforts will help the City address the needs of those who need opportunities to lift themselves out of poverty status.

Institutional Structure

The following agencies will carry out the Housing and Community Development Plan for Kingsport:

Public Institutions – The City of Kingsport is a municipal government which receives Federal funds to use for administering its Housing/Community Development program. The Planning Department is the City department responsible for that administration and for writing and carrying out the Plan. The Community Development Program consists of rehabilitation of substandard housing, acquisition of dilapidated (not feasible to rehab) housing and other administrative activities related to the Consolidated Plan. The Planning Department is responsible for carrying out the strategies via administration of the Community Development Block Grant (CDBG) program.

The Kingsport Housing and Redevelopment Authority (KHRA) is the public housing authority which receives Federal and State funding for administering its public housing and Section 8 programs in addition to other initiatives. KHRA is responsible for carrying out its own activities and programs outlined in the Plan.

Upper East Tennessee Human Development Agency (UETHDA) is a local community action/social services agency with programs to assist the homeless and very low income with housing needs. UETHDA is responsible for carrying out its own public assistance programs, such as the Weatherization Program and Commodities Program.

Non-Profit Organizations – Salvation Army and Hope Haven Ministries are non-profit social service agencies which provide shelter, meals and other services to the homeless. The Army's primary role is to continue administration of its services/programs to the homeless and to provide the statistics necessary for compilation of the Plan.

Holston Habitat for Humanity shall continue to help needy, qualified families to build and to own their own homes.

The Hunger Coalition of Northeast Tennessee is a coalition of care givers and program participants that empower each other to alleviate the causes of hunger and poverty in this area.

United Way is a non-profit social services agency which provides funding to local agencies for persons in the different categories of: non-homeless with special needs, the homeless (including youth, families and families with children), shelter for the persistently mentally ill, etc. Emergency Relief Agency also comes under Red Cross Social Services and provides basic needs assistance to those in dire need of financial assistance. Their role and responsibility in carrying out the strategies is that of soliciting and distributing funds to the various social service providers and in administering its other functions.

Coordination Efforts

While the above institutional structure is seen as generally adequate to carry out the strategies outlined in the Consolidated Plan, there exists some initiatives which may provide opportunities to coordinate community development efforts in a more effective and/or comprehensive fashion.

Regional Homeless Coalition – The City has been participating with a regional homeless coalition to assess, monitor and develop plans for addressing the needs of the homeless population in Northeast Tennessee. The approach has been on a Continuum of Care strategy whereby homeless needs are considered across the spectrum. This has been an effort to eliminate gaps and increase access to services available to the homeless. In the next five years, the Community Development program will continue to coordinate efforts with the Coalition.

Greater Kingsport Alliance for Development – Formerly Housing Partnerships of Kingsport, Inc., GKAD is a local not-for-profit which works to provide housing opportunities to low and moderate income persons. In 1999, the City developed a State grant application and program in cooperation with GKAD for the rehabilitation of rental property owned by the organization. In the next five years, the City expects to coordinate other similar projects with GKAD.

HOME Consortium – During the Consolidated Planning process, the City had an opportunity to meet with Community Development Planners from Bristol, TN and Johnson City, at the Knoxville HUD office, to receive information and discuss the possibility of forming a HOME Consortium. This would allow local jurisdictions to receive HOME funding directly from HUD in place of applying for HOME funding on a competitive basis from the State of Tennessee. During the next two years, it is expected that the City will continue to work with local governments in forming a consortium and begin planning for housing programs which are eligible under the HOME program.

Public Housing Resident Initiatives

The Kingsport Housing and Redevelopment Authority (KHRA) is the public housing agency that is responsible for disbursing local, State and Federal funds made available for public housing and rental assistance programs under Section 8. The appointing authority for the KHRA board is the Kingsport Board of Mayor and Aldermen. KHRA is completely autonomous with regard to hiring, contracting and procurement; however, it is a subrecipient for funds from the CDBG program (Lee Family Learning Center). Kingsport Housing and Redevelopment Authority is independent with regard to the jurisdiction of proposed development sites, of the Comprehensive Plan of the agency, and any proposed demolition or disposition of public housing development. KHRA is not designated as “troubled by HUD”.

The City encourages and supports the efforts of the Housing Authority to promote resident initiatives in the public housing developments in their system. KHRA and the City developed a police sub-station in the area of Riverview Apartments (public housing development). The sub-station is currently staffed by the Kingsport Police Department and will continue. Cloud Community Center, located in the City’s largest public housing community, will be utilized by residents for the next five years and in the future beyond. The Center contains space being utilized for Head Start, day care, and includes community space plus a full-sized gymnasium. Funds for construction of this facility were provided by the Upper East Tennessee Human Development Agency (UETHDA) and the Department of Housing and Urban Development (HUD) including CDBG funds given by the City of Kingsport.

The Lee Family Learning Center, housed in the Lee Apartments public housing development, is in its seventh year of operation. It receives CDBG funding through a subrecipient agreement between the City and KHRA. The Lee center offers one-on-one basic reading and writing instruction to residents of Lee Apartments and surrounding low-income families, teaches parents and other adults reading skills along with children, and helps parents become involved in the learning process of their children. In addition, the Center provides a GED (General Equivalency Diploma) class, appropriate referrals to adult education classes, computer skills instruction, and a growing library for family readers.

The City encouraged KHRA in the formation of a resident council which in turn formed a non-profit corporation, Kingsport Initiative for Training and Employment (K.I.T.E.). This corporation promotes resident management and employment by employing several public housing residents who are doing maintenance. This program accomplishes several positive things. It makes these residents “self-sufficient”, builds self-esteem and pride by allowing them to be productive citizens and therefore mutually benefits the residents and their employer, both tangibly and intangibly.

KHRA will continue to provide assistance and support to strengthen resident organizations. Those organizations will continue their neighborhood watch, cooperation with Clean Kingsport to “clean up and fix up”, and participate in the Resident Initiative Recycling program. In addition, the family literacy, Smart Kids, and One Room Drop in School (ORDIS) programs will be continued. KHRA continually works to initiate innovative and uplifting programs which will boost the confidence, abilities and opportunities for residents of public housing. The City will continue to support Federal programs undertaken by the Kingsport Housing and Redevelopment Authority to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Lift-Net programs that originated under earlier Section 8 rental certificate and voucher initiatives, as well as the Family Self-Sufficiency program. In addition, the City will encourage locally developed programs or special projects designed to promote economic independence and self-sufficiency.

91.220 Annual Action Plan FY 00/01

General

The Annual Action Plan provides a description of the projects and activities expected to be undertaken using grant funds and program income the City expects to receive during the program year.

Federal Resources

The Federal resources expected to be available to address the priority needs and specific objectives in the strategic plan of the Consolidated Plan include:

<u>Program</u>	<u>Funds</u>	<u>Program Income</u>	<u>Total</u>
CDBG	\$512,000	\$2,000*	\$514,000

The chart below shows how the CDBG funds for the Annual Action Plan will be used.

*Projected.

COMMUNITY DEVELOPMENT BLOCK GRANT

Infrastructure	
Overlook Road Improvements	\$100,000
Economic Development	
South Central Kingsport CDC	\$ 40,000
Housing	
Housing Needs Program	\$180,000
(Program Income)	\$ 2,000
Public Services	
Lee Family Learning Center	\$ 59,750
CASA of Sullivan County	\$ 17,050
Redevelopment Program	\$ 45,000
Administration	<u>\$ 70,200</u>
TOTAL	\$514,000

Other Resources

In 1998, the City of Kingsport was approved for funding in the amount of \$312,683 from the Tennessee Housing Development Agency under the Home Investment Program (HOME). These funds will be utilized to supplement the housing rehabilitation program the City offers low and very low-income families citywide. The HOME grant is a five-year grant; however the City expects to complete the program in three years, with approximately \$100,000 spent each year. The number of families per year expected to be assisted is 12-14.

Other than Federal and State funds, the City expects to receive no other resources designated for Community Development.

<u>TOTAL FUNDS ANTICIPATED FY 00/01</u>	<u>\$614,000</u>
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Activities To Be Undertaken

Community Development Block Grant– The activities to be undertaken with CDBG funds will meet both housing and non-housing priorities. As outlined in the “Priority Needs Summary Table” of the overall Consolidated Plan, the housing needs with high priority, more specifically owner-occupied rehabilitation, will be targeted. Non-housing needs of high and medium priority outlined in the Summary, and included as targets of this year’s plan, are public facility improvements (street improvements, sidewalk improvements, water and sewer improvements, drainage); economic development needs, public service needs, such as literacy services provided by the Lee Family Learning Center and CASA of Sullivan County projects. The activities planned in this year’s program, through which these needs will be addressed, are described below.

Infrastructure – The proposed **\$100,000** to be expended for infrastructure will provide for improvements as described below:

<i>Overlook Road Improvements -</i>	\$100,000
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This project will utilize \$100,000 to provide improvements to Overlook Road in the Highland CDBG Target Area. The scope of the project will be Overlook Road from “F” Street to Reedy Creek Road. Improvements will include widening of the street to City standard, replacement of utilities, as needed, including water and sewer lines and storm sewer, and installation of sidewalks. As the plans and designs will be completed prior to the program year, this project is expected to be completed within FY 00/01.

Economic Development – The proposed **\$85,000** to be expended for economic development activities will be for the following activities:

Redevelopment Program

\$45,000

This project will utilize \$45,000 to build the capacity of the Kingsport Housing and Redevelopment Authority to conduct redevelopment projects in the City of Kingsport. KHRA will work with the Redevelopment Subcommittee of the Mayor's Economic Development Task Force to identify potential redevelopment districts and prepare a "boiler-plate" Redevelopment Plan for future projects. The program will be administered through a sub-recipient agreement with KHRA and have a grant period consisting of Fiscal Year 2000-01.

South Central Kingsport CDC -

\$40,000

This project will utilize \$40,000 to continue operation of the Riverview Employment Outreach Office which prepares and connects job seekers with employment opportunities. Primary beneficiaries include public housing residents and other low and very low income persons seeking employment. The project will also initiate a micro-enterprise program, of which a peer lending pilot program will be an element. This activity will be administered through a sub-recipient agreement with South Central Kingsport Community Development Corporation. South Central is a Community-Based Development Organization which was parented by the "Catch the Vision" committee.

Housing - For FY 00/01 the City has programmed **\$180,000** for projects, which are offered on a citywide basis. These projects are described below.

Housing Needs Program ñ The proposed \$180,000 for this program will be spent towards the rehabilitation of substandard, low and very low income, owner occupied housing. As noted previously, this program will be matched with \$100,000 HOME funds during this Fiscal Year. Approximately 12-14 houses will be rehabilitated.

Program Income ñ Any program income received during FY 00/01 will be allocated to The Housing Needs Program.

Literacy Program ñ The proposed CDBG funds utilized by the Lee Family Learning Center will provide **\$59,750** to continue the operation of its Literacy Program. The Center is located in KHRA's Lee Public Housing Development. This activity will be administered through a subrecipient agreement with the Kingsport Housing and Redevelopment Authority. Funding will be completed within the program year. Approximately 300 youth and adults from low and moderate income families in the public housing community will benefit from the program.

CASA of Sullivan County - \$17,050 has been programmed for CASA of Sullivan County for FY 00/01. CASA, or Court Appointed Special Advocates, is an advocacy program for alleged abused/neglected children in Sullivan County and Kingsport. CDBG funds are proposed to cover the costs of a part-time administrative assistant and rent for offices. CDBG funds will flow through a subrecipient agreement.

Community Development Administration ñ The **\$70,000** for Community Development Administration will be used to provide staffing and meet necessary expenses in the Community Development program. The figure is 14% of the total entitlement grant for FY 00/01. It does not exceed the allowable administrative costs established by the U.S. Dept. of Housing and Urban Development.

Geographic Distribution

The maps attached to this plan illustrate the geographic locations of projects and activities to be undertaken by the City. These maps also indicate the relation of proposed activities to areas of low and moderate income, minority and unemployment concentrations. The maps showing low/mod population and proposed projects indicate that most are located in an area of such concentration. The maps showing minority population and proposed projects indicate that projects located in areas of minority concentration include the Catch the Vision project and the Lee Family Learning Center. The maps showing unemployment and proposed projects indicate a fairly even spread across unemployment groups. Citywide projects, i.e. Housing Needs Grants are not located on the map exhibits. The only series of projects, which are geographically located by strategy, are those within the Highland Neighborhood Target Area. In 1989, the City committed to a program of community development in this neighborhood based upon concentration of low and moderate-income persons/ families and housing and non-housing needs discussed in the previous section.

Homeless and Other Special Needs Activities

Homeless ñ In 1997, Community Development staffs from Kingsport, Bristol and Johnson City met with staff from a local service provider, Frontier Health, a representative from Douglas-Cherokee Economic Authority, and staff from the First Tennessee Development District to continue discussion the development of a regional Continuum of Care Plan for the homeless. As a result Frontier Health hired a local planning consultant to write a draft Continuum of Care Plan. The three entitlement cities mentioned above worked with the consultant is assembling necessary information for the plan. The Community Development Department of the City of Kingsport will continue to work with the coalition in the fine-tuning of its plans and applications for funding.

The City will also continue to participate with the Salvation Army in provision of homeless services. The City provides pass through funding of Emergency Shelter Grant funds from the State of Tennessee. The expected allocation for FY 00/01 is \$41,900.

Assisted Living ñ Staff of the Community Development program are witnessing a phenomenal growth in private sector assisted living and adult day care facilities in Kingsport. As the City becomes aware of the initiatives, Community Development staff is providing technical assistance with planning the projects and fund raising, seeking not only private funding but also Federal and State funding as well.

Other Action To Be Undertaken

The City plans to continue making applications to use Federal entitlement funds and State funds to preserve and improve the existing housing stock by providing funds to rehabilitate existing owner-occupied housing. The goal is to address underserved needs.

Homeownership ñ In 1998, the City of Kingsport participated in the formation of the Eastern Eight Housing Development Corporation. EEHDC is a regional not-for-profit community development corporation that will attempt to address housing needs in the upper eight counties of Tennessee. It is expected that a major priority of EEHDC will be homeownership.

Another initiative in Homeownership will be explored during Program Year 2000/2001 through a proposed HOME Consortium. During the planning stages of this Consolidated Plan, the Knoxville Field Office of HUD sponsored an informational meeting for local grantees to consider forming a HOME Consortium. The three upper East Tennessee entitlement cities, Kingsport, Bristol and Johnson City, will work during the program year to continue this initiative. Although a definite program has yet to be established for possible direct HOME funding of the Kingsport community development program, a likely component will be some type of homeownership element. The Consolidated Plan will be updated as plans become more definite.

Barriers to Affordable Housing ñ The City of Kingsport is underway with a critical review of local land use and building codes to determine if any create barriers to affordable housing, particularly in areas where difficult terrain exists. The Board of Mayor and Aldermen will take appropriate action if it is determined that any local codes are onerous or create an unnecessary burden on potential affordable housing developments.

The Community Development program will continue efforts to affirmatively further fair housing. Local television commercials and newspaper advertisements that advise citizens of Fair Housing Law and practices will continue to appear throughout the year, concentrating in April as "Fair Housing Month". These advertisements have proven effective in generating questions and some discrimination complaints. In 1999, the City began placing fair housing television advertisements on cable television. Staff believes these advertisements have proven more effective as they reach more people.. All questions and complaints concerning fair housing will be duly investigated.

Lead-Based Paint Hazards – Housing rehabilitation programs and modernization of public housing units by the Kingsport Housing and Redevelopment Authority will continue to abate lead-based paint as it is encountered. Each unit rehabilitated by the City will be assessed for existing and potential lead-based paint hazards, which will be abated. The number of units targeted for rehabilitation in the next year is 1214.

Reduce Number of Households Below Poverty Line– The City will provide support to activities and agencies that are currently in place which address the root causes of poverty. An area of special emphasis is the participation in self-sufficiency programs by residents of public housing. Changes in the Federal Welfare System have had an impact upon the types of services needed by extremely low-income households to help them move out of poverty.

Community Development staff will also continue supporting and actively participating with groups such as South Central Kingsport Community Development Corporation and Kingsport Initiative for Training and Employment (KITE) as they create programs which forward economic development for low income persons. Some of the initiatives these groups have communicated include employment training and small and micro-business development.

Institutional Structure – There are no proposals to change the existing Institutional Structure. The Kingsport Housing and Redevelopment Authority is not considered a “troubled” public housing agency and most of the other public and social service agencies in the Kingsport area are very well organized and strong. Actions to improve the structure will be taken, as they become apparent.

Enhanced Coordination – The City will continue to support and participate in efforts to enhance coordination of public and private housing agencies, and social service providers, both locally and on a regional basis. As previously indicated, during Program Year 2000, the City will pursue an initiative to form a HOME Consortium with area jurisdictions. This relationship could be beneficial, not only to the City’s housing program through potential direct HOME funding, but to a unified and more consistent affordable housing production region-wide.

Public Housing – The Kingsport Housing and Redevelopment Authority is expected to forward its Annual Comprehensive Grant Plan (CGP) to the City for review, comment and request for support. The CGP sets out KHRA’s plan for expending HUD Public Housing funding to improve the public housing communities in the system. The Community Development Department will review this plan and forward appropriate comments to KHRA.

91.230 Monitoring Standards and Procedures

General

The City of Kingsport Planning Division of the Development Services Department has been designated as the agency to monitor progress of strategies, priorities, and goals contained in the Consolidated Plan. The Planning Department has primary responsibility for administering the CDBG program for the City and is directly involved with most housing and service agencies throughout the jurisdiction as well as monitoring of projects and activities. All activities are reviewed annually to assure they are carried out in accordance with applicable Federal, State and local laws and regulations and are consistent with local and HUD goals and objectives.

The City's CDBG program consistently has several subrecipients carrying out program activities. The City has in place a specific plan for monitoring subrecipients, which will be utilized over the life of the 2000 Consolidated Plan.

The Planning Department also works with the City's Purchasing Department to ensure that a program of outreach and recruitment of minority business is undertaken. In this program, a list of minority businesses is maintained, new businesses regularly recruited and businesses specifically invited to participate in bidding processes for contracts using Federal funding sources.

APPENDIX A
CITIZEN PARTICIPATION PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN PARTICIPATION PLAN
12-14-94

1.0 PURPOSE

The City of Kingsport Community Development Citizen Participation Plan represents a document and program to actively seek the advice and counsel of the citizens of Kingsport in the preparation, administration and implementation of the Community Development Program. It is the express purpose of this plan to develop mechanisms which will insure that the citizens of the City of Kingsport have the continuing opportunity for ongoing citizen participation. It is also intended to establish procedures through which the Community Development staff and officials of the City of Kingsport may solicit and receive input from citizens, non-profit organizations, and other interested parties an adequate opportunity to review and comment on the Community Development program, goals, priorities, and projects.

The City of Kingsport Community Development staff will be responsible for the implementation and coordination of citizen participation activities, responses, and comments.

2.0 METHOD OF APPROACH

Several approaches or techniques will be utilized to implement this plan. All retain the primary purpose of soliciting and receiving citizen input on the Community Development program, goals, priorities, and projects.

3.0 Public Hearings

The Kingsport Community Development staff will conduct two Public Hearings each fiscal year. At each Public Hearing the citizens of Kingsport will be invited to participate for the purpose of obtaining their views as well as those of public agencies, and other interested parties. The Public Hearings will identify housing and Community Development needs of the community, review proposed uses of funds, and review program performance.

- One Public Hearing shall be conducted by the City of Kingsport Community Development staff at 7:00 p.m. in the large courtroom on the second floor of City Hall during the fourth quarter of the program year cycle (April, May or June).
- A second Public Hearing shall be conducted by the City of Kingsport Community Development staff during the second quarter of the regular program year cycle (October, November, or December) at a location in a neighborhood of Community Development activity.

The citizens of Kingsport, public agencies, and other interested parties are invited to comment on the Community Development program, goals,

priorities, and projects at the Public Hearings or within 30 days after the Public Hearings.

The Community Development staff will ensure that special procedures will be used to assist low and moderate income persons, elderly, persons with disabilities, and non-English speaking persons serving on or attending meetings have access to information and material.

The City of Kingsport encourages citizen participation in the Community Development program, emphasizing the involvement of low, very low, and poverty income residents where housing and Community Development funds may be spent. The City of Kingsport shall afford the citizens adequate and timely notification of all local meetings, public forums, and Public Hearings.

- Notice shall be placed in the local newspaper of general circulation no less than 15 days before the meeting, forum, and hearings.

The Citizen Participation Plan guarantees the access of information for the citizens, public agencies, and other interested parties including those most affected to have the opportunity to review information, review and submit comments on any proposed submission concerning the amount of funds available, including the estimated amount proposed to benefit low, very low, and poverty income residents. Community Development information can be accessed at City Hall, 225 W. Center Street, Kingsport, Tennessee 37660 in the Planning Department.

Plans to minimize displacement and assist those displaced as a result of these activities shall be made available to all citizens, public agencies, and other interested parties.

The Community Development staff shall provide technical assistance to low, very low, and poverty income groups that request assistance concerning the Community Development program, goals, priorities, and projects.

4.0 Community-Wide and Project Area Activities

In keeping with the scope of the Community Development program, the City of Kingsport has established and will utilize the Kingsport Citizens Advisory Committee to provide broad citizen representation of the entire city concerning the Community Development program, goals, priorities, and projects.

The Kingsport Citizens Advisory Committee has and shall maintain a sub committee devoted to the Community Development program. The President of the Kingsport Citizens Advisory Committee will take care to insure that an

appropriate number of low and moderate income, as well as minority persons, are appointed to the sub-committee.

It is the responsibility of the Kingsport Citizens Advisory Committee to act as a communication link between the citizens of the City of Kingsport and the Community Development staff. The members of the Kingsport Citizens Advisory Committee should attempt to gather information concerning desires of the citizens with respect to Community Development and communicate these desires to the appropriate City officials.

The Community Development staff will disseminate project information to the Kingsport Citizens Advisory Committee and to other interested citizens. The Kingsport Citizens Advisory Committee and the sub-committee will actively assist the Community Development staff in developing plans for Community Development programs, goals, priorities, and projects. The members of the Kingsport Citizens Advisory Committee will bring to the attention of the Community Development staff those situations which may be particular to the City including special needs and specific problems, and will identify housing and Community Development needs, use of funds, and program performance. The Kingsport Citizens Advisory Committee meetings will be open to the public and conducted on a regular basis.

The Kingsport Regional Planning Commission will comment on the Community Development program, goals, priorities, and projects in keeping with the scope of the Community Development Block Grant Program prior to the Public Hearings. The Planning Commission will be requested to identify housing and Community Development needs, review proposed use of funds, and review program performance. Planning Commission meetings are open to the public and conducted on a regular basis. The Community Development staff will ensure that special procedures will be used to assist low and moderate income persons, elderly, handicapped, and non-English speaking persons serving on or attending meetings have access to information and material.

The City of Kingsport Community Development Citizen Participation Plan will utilize the citizens group, Kingsport Tomorrow, to provide ongoing opportunity to comment on the Community Development program, goals, priorities, and projects in keeping with the scope of the Community Development Block Grant Program. The Kingsport Tomorrow organization will be requested to identify housing and Community Development needs, review proposed use of funds, and review program performance on an annual basis prior to each Public Hearing. The Community Development staff will insure that special procedures will be utilized to assist low and moderate income persons, elderly, handicapped, and non-English speaking persons serving on or attending meetings dealing with Community Development issues, will have access to information and materials concerning the Community Development Program.

5.0 PROGRAM CHANGES

Prior to the submission of any substantial change in the proposed use of CD funds, citizens shall have notice of, an opportunity to comment on, the proposed amendment.

The Community Development staff shall contact other City departments, local agencies, and organizations to assist in the identification of housing and Community Development needs, review proposed use of funds, and review program performance. Public agencies and other interested parties shall include, but not be limited to, Kingsport Housing Authority for public housing residents, Downtown Kingsport Association, Kingsport Citizens Advisory Committee, Kingsport Regional Planning Commission, Kingsport Tomorrow, and Kingsport Affordable Housing Coalition.

6.0 PLAN AMENDMENT

This plan may be amended from time to time in order to strengthen the process for encouraging constructive citizen participation in the Community Development program, goals, priorities, and projects. Prior to plan amendment the citizens of Kingsport, non-profit organizations, public agencies, and other interested parties shall be invited to comment on plan amendments by notification in the Kingsport Times News, a newspaper of general circulation.

APPENDIX B
CONSULTATION AND COMMENTS

In accordance with HUD, and other Federal, regulations and the City of Kingsport's Citizen Participation Plan, a prescribed method of soliciting citizen involvement and consultation was followed in preparing the 2000 Consolidated Plan. Public meetings/hearings and other comment opportunities were provided to the public and various agencies and organizations which are involved in community development in Kingsport.

Public Meetings

As prescribed by the Citizens Participation Plan and CDBG rules, two public hearings/meetings were held for public comment and input. The first public meeting was held at Jefferson Elementary School in the Highland Neighborhood Target Area on December 13, 1999 at 6:30 PM. This meeting had two purposes or functions: 1) to provide a report on the City's efforts in implementing the 1995 Consolidated Plan; and 2) to solicit comments and input from the public for consideration for the 2000 Consolidated Plan. After a presentation from Community Development staff, the floor was opened for public comments/input. Four persons from the neighborhood and citywide were present and provided information relevant to the Community Development program in general.

The second public hearing was held at City Hall on Tuesday, March 21, 2000 in conjunction with the regular Board of Mayor and Aldermen meeting. At this meeting, the proposed 2000 Consolidated Plan was presented for consideration to the Board. After a staff presentation, the Mayor opened the meeting for public comment. No persons came forward with comments. After the public hearing, the Board of Mayor and Aldermen approved the 2000 Consolidated Plan.

Copies of the Minutes of these meetings are on file in the Community Development office for public review.

Consultation

As part of the Consolidated Planning process, the City Community Development Department consulted with various City departments, committees, public service organizations and others. From these consultations came identification of needs, funding proposals and recommendations. The following organizations were consulted and invited to provide assistance to the Community Development staff during the process:

- US Dept. of Housing and Urban Development (Knoxville office)
- Kingsport Housing and Redevelopment Authority
- Salvation Army
- Hope Haven Ministries
- Safe House
- United Way of Greater Kingsport
- Link House
- Frontier Health

Kingsport Tomorrow
Dept. of Human Services
Kingsport Ministries
Holston Habitat for Humanity
Kingsport Affordable Housing Coalition
American Red Cross
Sullivan County Health Department
Neighborhood Service Center
Hunger Coalition for Northeast Tennessee
Behavioral Health Services
Homebuilders Association of Greater Kingsport
Downtown Kingsport Association
Kingsport Regional Planning Commission
Kingsport Citizens Advisory Committee

Comments

On April 12, 2000, a Consolidated Plan Summary was published in the Kingsport Times News for public review and comment. The Plan was made available for public comment for a period of thirty (30) days, from April 12, 2000 through May 12, 2000. Copies of the Plan were placed at City Hall, the Kingsport Public Library and the Kingsport Housing and Redevelopment Authority. As of the closing date for comments (May 12), the Kingsport Community Development Department had received no comments.

APPENDIX C
CERTIFICATIONS

APPENDIX D
TABLES/FORMS

APPENDIX E

MAPS

May 12, 2000

Ms. Virginia Peck, Director
Community Planning and Development
Department of Housing and Urban Development
John J. Duncan Federal Building
710 Locust Street
Knoxville, TN 37902-2526

Dear Ms. Peck:

On behalf of the City of Kingsport I am pleased to submit to your office one original and four (4) copies of the City's 2000 Consolidated Plan for Housing and Community Development. I believe this Plan, with the critical assistance of the Department of Housing and Urban Development, will benefit this City's Community Development program in meeting the needs of our citizens, particularly those that are low and moderate income. I would also like to thank you and your staff for the assistance we received in completing this Plan. Your guidance is always very helpful. I look forward to a continued working relationship with you in putting the 2000 Consolidated Plan into action.

If you should have any questions or need additional information, please contact our Community Development office at (423) 229-9485.

Sincerely,

Jeanette D. Blazier
Mayor

JDB/mh
Enclosure

C: Jeff Fleming
Fred Crowell

DECONCENTRATION POLICY

(adopted as part of the Admissions and Continued Occupancy Policy on November 29, 1999, effective December 1, 1999)

It is Kingsport Housing & Redevelopment Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Kingsport Housing & Redevelopment Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis is as follows:

Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families
Robert E Lee	128	118	93	78.8%
Riverview Apts	56	45	37	82.2%
Riverview Apts	36	29	27	93.1%
Frank L Cloud	189	173	148	85.5%
Dogwood Terrace	76	73	56	76.7%
Holly Hills	84	81	64	79.0%
Tiffany Court	14	14	11	78.6%

% Very Poor in

Census Tract

Target Number

Number Needed of below 30% of median area income

Number Needed above 30% of median area income

Waiting list number of families

Five-Year Action Plan
Part I: Summary
Capital Fund Program (CFP)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name:		Locality: (City/County & State)		Revision No:	
Kingsport Housing & Redevelopment Authority		Kingsport/Sullivan, Tennessee		<input checked="" type="checkbox"/> Original <input type="checkbox"/>	
A. Development Number/Name	Work Stmt. for Year 1 FFY: 2001	Work Statement for Year 2 FFY: 2002		Work Statement for Year 4 FFY: 2004	
		Work Statement for Year 3 FFY: 2003		Work Statement for Year 5 FFY: 2005	
TN6-1 Robert E Lee Homes	See Annual Statement	\$ 188,028	\$ 20,000	\$ 147,700	
TN6-2 Riverview Apartments		\$ 48,686	\$ 42,000	\$ 72,000	
TN6-3 Riverview Apartments		\$ -	\$ -	\$ 27,000	\$ 27,714
TN6-4 Frank L Cloud Homes		\$ -	\$ 118,772	\$ 120,050	
TN6-7 Dogwood Terrace		\$ 275,000	\$ 7,000	\$ -	\$ 228,000
TN6-9 Holly Hills		\$ -	\$ 314,000	\$ 95,964	\$ 252,000
TN6-11 Tiffany Court		\$ -	\$ -	\$ -	\$ 30,000
PHA-Wide		\$ 20,000	\$ 37,942	\$ 53,000	\$ 537,714
B. Physical Improvements Subtotal		\$ 531,714	\$ 539,714	\$ 515,714	\$ 167,000
C. Management Improvements		\$ 165,000	\$ 167,000	\$ 45,000	\$ 25,000
D. HA - Wide Nondwelling Structures and Equipment		\$ -	\$ 25,000	\$ 55,500	\$ 55,500
E. Administration		\$ 53,500	\$ 53,500	\$ 38,000	\$ 38,000
F. Other - A&E		\$ 43,000	\$ 38,000	\$ 147,831	\$ 147,831
G. Operations		\$ 147,831	\$ 147,831	\$ -	\$ -
H. Demolition		\$ 30,000	\$ -	\$ -	\$ -
I. Replacement Reserve		\$ -	\$ -	\$ -	\$ -
J. Mod Used for Development		\$ -	\$ -	\$ -	\$ -
K. Total CGP Funds		\$ 971,045	\$ 971,045	\$ 971,045	\$ 971,045
L. Total Non-CGP Funds		\$ -	\$ -	\$ -	\$ -
M. Grand Total		\$ 971,045	\$ 971,045	\$ 971,045	\$ 971,045

Approved by Board of Directors: _____ Date: _____

Approved by Mayor, Mayor Pro Tem, Board of Mayor Pro Tems, and Board of Directors: _____ Date: _____

Five-Year Action Plan

Part II: Supporting Pages

Physical Needs Work Statement(s)

Capital Fund Program (CFP)

U.S. Department of Housing and Urban Development Office

of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Work Statement for Year		2		Work Statement for Year		3	
Work Statement for Year 1		FFY: 2002		FFY: 2003			
See	Annual Statement	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
		Administration	1410		Administration	1410	
		Mod Manager	1	\$ 37,000	Mod Manager	1	\$ 37,000
		Employee Benefits		\$ 10,500	Employee Benefits		\$ 10,500
		Sundry		\$ 2,500	Sundry		\$ 2,500
		Telephone		\$ 1,500	Telephone		\$ 1,500
		Local Travel		\$ 2,000	Local Travel		\$ 2,000
		Total		\$ 53,500	Total		\$ 53,500
		Fees and Costs	1430		Fees and Costs	1430	
		PHA Wide - A and E Fees		\$ 25,000	PHA Wide - A and E Fees		\$ 20,000
		Inspector / Employee Benefits		\$ 18,000	Inspector / Employee Benefits	1	\$ 18,000
		Total		\$ 43,000	Total		\$ 38,000
		TN 6-1 Robert E Lee Homes	1450		PHA Wide	1450	
		Replace Water Line	1500lf	\$ 125,000	Playground Improvements		\$ 5,442
		Total		\$ 125,000	Landscaping		\$ 21,500
		TN 6-2 Riverview Apartments	1450		Total		\$ 26,942
		Demolish Bldg. Landscap/Pkg	8 units	\$ 30,000	TN 6-1 Robert E Lee Homes	1460	
		Total		\$ 30,000	Replace Water Heaters	66units	\$ 20,000
		TN 6-1 Robert E Lee Homes	1460		Total		\$ 20,000
		Bathroom Modernization	64units	\$ 56,928	TN 6-2 Riverview Apartments	1460	
		Install Address/Security Lights	128units	\$ 6,100	Repair Ceilings	42units	\$ 42,000
		Total		\$ 63,028	Total		\$ 42,000
		TN 6-2 Riverview Apartments	1460		TN 6-4 Frank L Cloud Homes	1460	
		Renovate 4/5 BR Units	4 units	\$ 48,686	Install Lights Mech Room	80units	\$ 17,000
		Total		\$ 48,686	Floor Tile	80units	\$ 101,772
		TN 6-7 Dogwood Terrace	1460		Total		\$ 118,772
		Replace HVAC	76 units	\$ 275,000	TN 6-7 Dogwood Terrace	1460	
		Total		\$ 275,000	Install Lights in Attic	76units	\$ 7,000
		PHA Wide Dwelling Equipment	1465		Total		\$ 7,000
		Refrigerators	40	\$ 14,000	TN 6-9 Holly Hills	1460	
		Ranges	26	\$ 6,000	Relace HVAC	84units	\$ 314,000
		Total		\$ 20,000	Total		\$ 314,000
		Subtotal of Estimated Cost		\$ 658,214	PHA Wide	1465	
		Subtotal of Estimated Cost		\$ 658,214	ADA Modifications		\$ 11,000
					Total		\$ 11,000
					Subtotal of Estimated Cost		\$ 631,214

Physical Needs Work Statement(s)
Capital Fund Program (CFP)

Work Statement for Year		4		Work Statement for Year		5	
Work Statement for Year 1		FFY: 2004		FFY: 2005			
See Annual Statement		Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
		Administration	1410		Administration	1410	
		Mod Manager	1	\$ 39,000	Mod Manager	1	\$ 39,000
		Employee Benefits		\$ 10,500	Employee Benefits		\$ 10,500
		Sundry		\$ 2,500	Sundry		\$ 2,500
		Telephone		\$ 1,500	Telephone		\$ 1,500
		Local Travel		\$ 2,000	Local Travel		\$ 2,000
		Total		\$ 55,500	Total		\$ 55,500
		Fees and Costs	1430		Fees and Costs	1430	
		PHA Wide - A and E Fees		\$ 20,000	PHA Wide - A and E Fees		\$ 20,000
		Inspector / Employee Benefits	1	\$ 18,000	Inspector / Employee Benefits	1	\$ 18,000
		Total		\$ 38,000	Total		\$ 38,000
		TN 6-2 Riverview Apartments	1450		PHA Wide	1450	
		Sidewalks, Parking, Drainage	100%	\$ 30,000	Landscaping		\$ 20,000
		Total	1450	\$ 30,000	Termite Baiting/Extermination		\$ 10,000
		PHA Wide			Total		\$ 30,000
		Landscaping		\$ 20,000			
		Total		\$ 20,000			
		TN 6-1 Robert E Lee Homes	1480		TN 6-3 Riverview	1480	
		Replace Water Heaters	62units	\$ 21,700	Interior Doors	25units	\$ 27,714
		Install Ridge Vents		\$ 30,000	Total		\$ 27,714
		Total		\$ 51,700	TN 6-7 Dogwood Terrace	1460	
					Kitchen Cabinets/Counter Tops	16units	\$ 228,000
		TN 6-8 Holly Hills	1460		Total		\$ 228,000
		Security Screens	84units	\$ 95,984			
		Total		\$ 95,984			
		TN 6-1 Robert E Lee Homes	1465		TN 6-8 Holly Hills	1460	
		Replace Ranges	128units	\$ 96,000	Kitchen Cabinets/Counter Tops	84units	\$ 252,000
		Total		\$ 96,000	Total		\$ 252,000
		TN 6-2 Riverview Apartments	1455				
		Replace Ranges	56units	\$ 42,000			
		Total		\$ 42,000			
		TN 6-3 Riverview Apartments	1465				
		Replace Ranges	36units	\$ 27,000			
		Total		\$ 27,000			
		Subtotal of Estimated Cost		\$ 455,164	Subtotal of Estimated Cost		\$ 631,214

Five-Year Action Plan

Part II: Supporting Pages

Physical Needs Work Statement(s)

Capital Fund Program (CFP)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Work Statement for Year		4		Work Statement for Year		5	
Work Statement for Year 1		FFY: 2004		FFY: 2005			
Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost		
TN 6-4 Frank L Cloud Homes	1465	\$ 120,050	Non-Dwelling Equipment	1475	\$ 25,000		
Replace Ranges	189units	\$ 120,050	Maint/Mgt Vehicle		\$ 25,000		
Total			Total		\$ 25,000		
PHA Wide Dwelling Equipment	1465	\$ 15,000					
Refrigerators	40	\$ 15,000					
Ranges	32	\$ 8,000					
ADA Modifications/Equipment	10units	\$ 10,000					
Total		\$ 33,000					
TN 6-4 Frank L Cloud Homes	1470	\$ 20,000					
Maintenance Shop		\$ 20,000					
Total		\$ 20,000					
Non-Dwelling Equipment	1475	\$ 25,000					
Maint/Mgt Vehicle	1	\$ 25,000					
Total		\$ 25,000					
Subtotal of Estimated Cost		\$ 198,050	Subtotal of Estimated Cost		\$ 25,000		

Five-Year Action Plan

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Part III: Supporting Pages

Office of Public and Indian Housing

Management Needs Work Statement(s)

Capital Fund Program (CFP)

Work Statement for Year		2		Work Statement for Year		3	
Work Statement for Year 1		FFY: 2002		FFY: 2003			
Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost		
See Annual Statement							
Operations	1406	\$ 147,831	Main/Management Vehicle	1475	\$ 25,000		
		\$ 147,831			\$ 25,000		
Operations	1408		Operations	1406			
VISTA Workers	4	\$ 50,000			\$ 147,831		
VISTA Office Supplies	-	\$ 4,000			\$ 147,831		
Resident Training	2	\$ 5,000					
Resident Initiatives Manager	1	\$ 41,000					
Resident Initiatives Supplies	-	\$ 2,000					
Mgt/Maint Training	4	\$ 8,000	VISTA Workers	4	\$ 50,000		
MIS Specialist	1	\$ 17,000	VISTA Office Supplies	-	\$ 4,000		
USP Inspection/Services	1	\$ 38,000	Resident Training	2	\$ 5,000		
			Resident Initiatives Manager	1	\$ 42,000		
			Resident Initiatives Supplies	-	\$ 2,000		
			Mgt/Maint Training	4	\$ 8,000		
			MIS Specialist	1	\$ 18,000		
			USP Inspection/Services	1	\$ 38,000		
		\$ 165,000			\$ 167,000		
Subtotal of Estimated Cost		\$ 312,831	Subtotal of Estimated Cost		\$ 339,831		

Five-Year Action Plan

Part III: Supporting Pages

Management Needs Work Statement(s)

Capital Fund Program (CFP)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Work Statement for Year		4		Work Statement for Year		5	
Work Statement for Year 1 FFY: 2001		FFY: 2004		FFY: 2005			
Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Estimated Cost	
See Annual Statement	1406		Operations	1406			
	1	\$ 147,831		1	\$ 147,831	\$ 147,831	
	1408			1408			
	4	\$ 50,000	VISTA Workers	4	\$ 50,000	\$ 50,000	
	-	\$ 3,000	VISTA Office Supplies	-	\$ 3,000	\$ 4,000	
	2	\$ 5,000	Resident Training	2	\$ 5,000	\$ 5,000	
	1	\$ 44,000	Resident Initiatives Manager	1	\$ 42,000	\$ 42,000	
	-	\$ 2,000	Resident Initiatives Supplies	-	\$ 2,000	\$ 2,000	
	1	\$ 8,000	Mgt/Maint Training	4	\$ 8,000	\$ 8,000	
	1	\$ 19,000	MIS Specialist	1	\$ 18,000	\$ 18,000	
	1	\$ 38,000	USP Inspection/Services	1	\$ 38,000	\$ 38,000	
		\$ 169,000				\$ 167,000	
Subtotal of Estimated Cost		\$ 318,831	Subtotal of Estimated Cost		\$ 314,831	\$ 314,831	

Attachment F

Resident Assessment Follow-Up Plan

Survey Maintenance and Repair Section

Score: 93.3%

No Additional Action Required

Survey Communication Section

Score: 76.1%

No Additional Action Required

Survey Safety Section

Score: 68.7%

Inclusion in a follow-up plan is required.

The Comprehensive Grant Program 707 and 708 funded security screens in TN 6-1, 6-2, 6-3, 6-4 and 6-7. This includes 485 of the 583 units in the public housing program. TN 6-11 already had security screens, thus 499 of 583 units have them installed as of September 2000. TN 6-9 is scheduled for installation in FY2004. Additionally, the front porch lights on all units except at TN 6-9 have been replaced with fluorescent lights that are on dusk to dawn sensors. TN 6-9 was scheduled for these lights, however they require a different type of fixture that is being evaluated. When a suitable fixture is located it will be installed. The lights have been well received; however, some complaints concerning attracting insects during summer evenings have been registered. A number of residents have addressed that problem by covering the sensor and the light does not come on. The TN 6-2/6-3 Riverview Resident Association requested that the light be installed in the back door porch lights as well. We were able to comply with this request with the lights from TN 6-9. The uniform level of illumination has been well received by the residents. Additionally, these lights have been marked with the unit address so that it is easier to identify by emergency service providers. They have indicated that these improvements in lighting and identification have helped them. The total cost of the screens and porch lighting is \$267,340. Also, a comprehensive review of street and alley lighting is underway. The TN 6-2/6-3 community has been completed. The following improvements have been made need to get this from Buford Quillin as well as other neighborhood information.

The current format of the Resident Satisfaction Survey makes it difficult to determine which neighborhood has a concern. The format of the next survey will reportedly offer an analysis by each neighborhood. This will help determine how to address each individual neighborhood's concerns.

Survey Services Section

Score: 85.5%

No Additional Action Required

Survey Neighborhood Appearance Section

Score: 67.7%

Inclusion in a follow-up plan is required.

The appearance part of the survey is difficult to address as the information is not project specific. However we are attempting to address the concerns by increasing enforcement of the lease relative to exteriors. This includes additional exterior inspections by Housing Management Specialists and Maintenance Staff. Funding has been allocated from the Capital Fund Program for additional landscaping and items identified in the Physical Inspection by HUD contractors.

Overall

Score: 3.913

179 Surveys Sent, 87 Surveys Returned

Section 8 Homeownership Capacity Statement

Kingsport Housing & Redevelopment Authority is planning to participate in the Section 8 Homeownership Program. We feel we have the capacity to administer this program due to the following reasons.

First, we currently administer 817 units of Section 8 Tenant-Based Assistance with over 25 years of experience.

Second, we are administering 42 Family Self-Sufficiency Vouchers with nine having contributions to their escrow accounts. Eight families have met their program goals and completed the FSS program.

Third, a review of the Section 8 program participant's income level indicated 81 families that meet the initial income level for homeownership eligibility. We have surveyed these families and a majority has expressed interest in homeownership.

Fourth, Kingsport Housing & Redevelopment Authority has and is administering the financial part of a homeownership program sponsored by the Greater Kingsport Alliance for Development. This fund has financed down payment and closing costs that have led to the purchase of over forty homes.

Fifth, Kingsport Housing & Redevelopment Authority proposes to work in partnership with the local legal services office on this program. Kingsport Housing & Redevelopment Authority will make the program known to potential homeowners and Legal Services will provide counseling. The Affordable Housing Coalition of Kingsport is assisting in making the program's availability known to real estate firms and local financial institutions. Kingsport Housing & Redevelopment Authority will revise the Section 8 Administrative Plan as necessary.

Definition of "Substantial Deviation" and "Significant Amendment or Modification"

Kingsport Housing & Redevelopment Authority will consider the following to be significant amendments or modifications:

- changes to rent or admissions policies or organization of the waiting list;

- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;

- additions of new activities not included in the current PHDEP Plan;

- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the Kingsport Housing & Redevelopment Authority or by HUD.

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

Kingsport Housing & Redevelopment Authority made significant progress on a number of our goals listed in the Five Year Plan. Among these is progress on our efforts to increase the availability of decent, safe and affordable housing. This was accomplished through applying for and receiving additional Section 8 vouchers through the Fair Share Allocation. Also, Kingsport Housing & Redevelopment Authority expects to be the management agent on a proposed 58-unit senior development that will utilize low-income housing tax credit and Federal Home Loan Bank funds. This proposed development will be partially owned by the Greater Kingsport Alliance for Development, an instrumentality developed by Kingsport Housing & Redevelopment Authority.

We continue to make progress on the modernization of our various communities. Chief among these improvements is the installation of new heating systems that include air conditioning. This is being completed in TN006-02 / TN006-03 and will be started in TN006-04. We feel this will add substantially to the quality of life and marketability of the community.

Through our Section 8 program we are planning a homeownership program. This will be coordinated by our Family Self-Sufficiency staff. Legal Services has asked to assist with the housing counseling component and the Affordable Housing Coalition of Kingsport plans to assist with generating support among the realtors and financial institutions.

We have made other improvements that impact the overall quality of life and security as well as the installation of security screens and outside address and security lighting was completed in all but one community.

We have continued to promote self-sufficiency in both public housing and Section 8 and had seven program participants in Section 8 complete their requirements.

Kingsport Housing & Redevelopment Authority and the ETSU School of Nursing have collaborated to provide access to preventive medical services to residents of TN006-02 and TN006-03. This has the potential to allow seniors the opportunity to continue to reside in their homes. ETSU has indicated a desire to assist other Kingsport Housing & Redevelopment Authority communities as interest grows among the residents.

Funds have been utilized to meet various needs of persons with disabilities. This has primarily taken the form of the building of access ramps.

We feel as we continue to implement the Five-Year Plan that continued progress will be made.

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Resident Advisory Board Membership Information

If the number of participants is too large to reasonably list, then the document should include a list of the organizations represented on the RAB or other description sufficient to identify how members were chosen.

Suggested Format:

Public Housing Resident Advisory Board

<u>Name</u>	<u>Resident Association/Organization Represented</u>
Johnny Ritchie	Executive Director, KITE [*] ; TN006-07 Dogwood Designee
Darlene Davidson	TN006-04 Cloud Resident Association President
Grace Simpson	TN006-02/03 Riverview Resident Association President
Fay Reed	TN006-01 Lee Resident Association President
Phyllis Ward	TN006-09 Holly Hills Resident Association Designee
Arlena Lovin	Holston Terrace Auxiliary President
Tim Matheson	Tennessee Legal Services Attorney

Section 8 Resident Advisory Board

<u>Name</u>	<u>Resident Association/Organization Represented</u>
Deborah Williams	Section 8 Resident
Donna Debien	Section 8 Resident
Judy Smith	Section 8 Resident
Pat Carpenter	Section 8 Family Self-Sufficiency Manager
Tim Matheson	Tennessee Legal Services Attorney

* KITE: Kingsport Initiative for Training & Employment (KITE) is a 501(c)3 Corporation made up of Kingsport Housing & Redevelopment Authority public housing and Section 8/202 (Holston Terrace) Resident Association Presidents and Designees. The Kingsport Housing & Redevelopment Authority Board of Commissioners designated KITE as the Resident Advisory Board by Resolution #2000-23.

**Resident Membership of the
Kingsport Housing & Redevelopment Authority
Board of Commissioners**

Name:	Grace Simpson
Method of Selection:	Appointed by Board of Mayor & Alderman
Term of Appointment	4/1/96 through 3/1/2001 to replace Inez Erwin Reappointed for 3/1/2001 through 3/1/2006